

John Bergs
Activities Director
Margot Hansen
Director of Teaching & Learning
Jeff Heine
Buildings & Grounds Director



Chuck Keller
Business Director
Angie Kahle
Student Support Services Director
Dorothy Koller
Community Education Director

REGULAR BOARD MEETING
District Office, 130 South Willow Street, Belle Plaine, MN 56011
5:30 PM Monday, May 20, 2019

Our mission is to pursue excellence in academics, programming, and the social and emotional development of our students. Fostering a culture of kindness, inclusion, and pride in ourselves, our school, and our community.

1. Call to Order:
Time: _____

Members Absent: _____

2. Acknowledgment of Visitors and Special Presentations:

1. Visual Arts

2. FFA

3. Adapted Floor Hockey

4. All State Choir

3. Other Items as Brought Before the Board & Consideration of Agenda:

4. Consensus Items: Chair Kahle

1. Previous Board Meeting Minutes: **3**

2. Approve Monthly Expenditures: **7**

3. Personnel: **36**

4. Donations: **37**

5. Discussion Items:

1. <u>Superintendent Update:</u>	Dr. Laager	
2. <u>Board Member Reports:</u>	Board Members	
3. <u>Building Administrator Reports:</u>		<u>38</u>
6. <u>Action Items:</u>		
1. <u>Community Education and Food Service Revised Budgets:</u>	Mr. Keller	<u>44</u>
2. <u>Capital and Long-Term Facility Maintenance Projects for 2019-20:</u>	Mr. Laager/Mr. Keller	<u>45</u>
3. <u>2019-20 Lunch Prices:</u>	Mr. Keller	<u>47</u>
4. <u>Community Facility Use Policy:</u>	Dr. Laager/Mindy Chevalier	<u>48</u>
5. <u>Policy Review:</u>	Dr. Laager	<u>54</u>
7. <u>Upcoming Meetings:</u>		
8. <u>Adjourn:</u>		

Board Clerk

Date

Minutes of Work Session / Regular Board Meeting

MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING

The Board of Belle Plaine Public Schools

A Work Session / Regular Board Meeting / Closed Session of the Board of Belle Plaine Public Schools was held Monday, April 22, 2019, beginning at 5:30 PM in the District Center - Board Room.

1. Call to Order Work Session:

Chairperson Kahle will call the work session to order.

The monthly work session of the Belle Plaine School Board was called to order by Chairperson Kahle on Monday, April 22, 2019 at 5:30 pm at the District Center Board Room with the following members present: Kahle, O'Brien, Keup, Lenz, Gregory, Morrison and Supt. Laager.

2. Discussion:

2. 1. 2019-20 Health and Dental Rates:

Review the 2019-20 health and dental rates as approved by the insurance committee.

2. 2. Capture Rates:

2019-20 Kindergarten Enrollment - 118
Open Enrollment to Cologne Academy/Recapture

2. 3. Principal Positions:

Discuss the plan for the elementary and high school principal positions.

2. 4. Revised Budget - Projections:

Review the 2018-19 revised budget and 2019-20 projection.

2. 5. Employee Release:

Review employee releases due to enrollment and programming changes.

2. 6. Elective Registration Numbers and Schedules:

- All areas identified
- How we staff based on registration and student interest

3. Adjourn Work Session:

Motion by Morrison and second by Lenz to adjourn the monthly Board Work Session at 6:36 pm. Motion carried unanimously.

4. Call to Order Regular Meeting:

Chairperson Kahle will call the meeting to order.

The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Kahle on Monday, April 22, 2019 at 6:46 pm at the District Center Board Room with the following members present: Kahle, O'Brien, Keup, Lenz, Gregory, Morrison and Supt. Laager.

5. Acknowledgment of Visitors and Special Presentations:

Chairperson Kahle will ask if visitors wish to be placed on the Agenda.

6. Other Items as Brought Before the Board & Consideration of Agenda:

Chairperson Kahle will ask if there are any items that need to be brought before the

board and for consideration of the Agenda.

Motion by Morrison and second by Gregory to approve the agenda as presented.

Motion carried unanimously.

7. Consensus Items:

If any board member has concerns about the adoption of the following consensus items, please acknowledge the Chairperson prior to the final vote. If there are no concerns, these items will be voted on as a group.

Presenter: Chair Kahle

Motion by O'Brien and second by Lenz to approve all of the following consensus items. Motion carried unanimously.

7. 1. Previous Board Meeting Minutes:

Enclosed are the March 18, 2019 Regular Board Meeting minutes for your review and adoption.

7. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of April were reviewed. Administration recommends approval of the April 2019 disbursements totaling \$1,496,201.93. This includes board payables of \$139,441.78, hand payments of \$388,974.90, electronic payments of \$941,477.67 and student activity payments of \$26,307.58.

7. 3. Personnel:

See the attached Personnel Changes spreadsheet.

7. 4. Donations:

Donations totaling \$1,050.65 were given to the Belle Plaine School District over the past month. See the attached resolution for a full listing of the donations. Thank you to all who made these wonderful donations!

8. Discussion Items:

8. 1. Superintendent Update:

Superintendent Laager will provide updates on current school activities,

Presenter: Dr. Laager

8. 1. 1. Mailing Calendar vs Not Mailing:

8. 1. 2. Update on Clinical Mental Health Therapist:

- We will have someone everyday of the week for the whole school year for \$15,000
- Elementary is planning to roll out "Second Step"
- Secondary "Move This World"

8. 1. 3. Facility Conversation:

8. 1. 4. Six-Year Planning Process:

8. 2. Board Member Reports:

Board members will have an opportunity to share information about meetings they have attended over the past month.

Presenter: Board Members

8. 3. Building Administrator Reports:

9. Action Items:

9. 1. 2019-20 Health and Dental Rates:
Rates for 2019-20 for our self-insured Health and Dental plans are attached.
The new Health rates will have a 4% increase. The new rates for all options are attached. Dental will have no rate increase.
Presenter: Mr. Keller
Motion by Keup and second by O'Brien to approve the Health and Dental rates for the 2019-20 school year. Motion carried unanimously.
9. 2. 2018-19 Revised Budget:
The 2018-19 revised budget was presented at the work session. Approval is recommended.
Presenter: Mr. Chuck Keller
Motion by Lenz and second by O'Brien to approve the 2018-19 revised budget excluding Community Education and Food Service. Motion carried unanimously.
9. 3. Resolutions Relating to the Termination and Nonrenewal of Teaching Contracts:
The attached resolutions are for the non-renewal of probationary teaching contracts. Approval is recommended.
Presenter: Dr. Ryan Laager
Motion by Keup and second by Gregory to release Kallen Knott at the conclusion of the 2018-19 school year. Motion carried unanimously.
Motion by Lenz and second by O'Brien to release Anna Walters at the conclusion of the 2018-19 school year. Motion carried unanimously.
9. 4. Oak Crest Principal Position:
Approve the hire of new Oak Crest Principal.
Presenter: Dr. Ryan Laager
Motion by O'Brien and second by Lenz to approve the hire of Benjamin Tressel as the Oak Crest Principal for the 2019-20 school year. Motion carried unanimously.
9. 5. Policy Review:
Review of our current policies:
Policy 515 Protection & Privacy of Pupil Records
- Change "No Child Left Behind" to Every Student Succeeds"
Policy 520 Student Surveys
- Students cannot be penalized if they opt out of participating in a student survey
- Added verbiage regarding notification to parents and opportunity for opting out
Policy 524 Internet Acceptable Use & Safety
- Update to Legal Reference
Policy 525 Violence Prevention (Applicable to Students and Staff)
- Added prevention strategies
- Update to Legal Reference
Policy 530 Immunization Requirements
- Minor changes in verbiage

The current policy/form is attached along with the revised red line version.

Approval of the revisions is recommended.

Motion by Gregory and second by O'Brien to approve the revisions on all of the above policies. Motion carried unanimously.

10. Upcoming Meetings:

Monday, May 13, 2019: 6:00 p.m. Board Work Session
Monday, May 20, 2019: 5:30 p.m. Finance Committee
6:00 p.m. Regular Board Meeting
Thursday, May 30, 2019: Last Day of School
Sunday, June 2, 2019: Graduation

11. Adjourn Regular Meeting:

Motion by Lenz and second by Gregory to adjourn the regular monthly meeting at 7:13 pm. Motion carried unanimously.

12. Call to Order Closed Session:

Chairperson Kahle will call the meeting to order.
The closed session meeting of the Belle Plaine School Board was called to order by Chairperson Kahle on Monday, April 22, 2019 at 7:21 pm in Superintendent Laager's office with the following members present: Kahle, O'Brien, Keup, Lenz, Gregory and Morrison.

13. Discussion Items:

Personnel Discussions

14. Adjourn Closed Session:

Motion by Morrison and second by Lenz to adjourn the closed session meeting at 8:06 pm. Motion carried unanimously.

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63159	4589		BANC OF AMERICA LEASING		Check		
				E 01	010 850 000 302 581	Interest Cap. Lease		\$1,885.82	
				E 01	010 850 000 302 580	Elem Op Cap. Principal On Lease		\$6,370.92	
PO#:	Voucher #:	66914	Invoice	Invoice No:	120	5/21/2019	Paid Amt:	\$8,256.74	
							Check Amount:	\$8,256.74	
0716	SBC	63160	1125		BELLE PLAINE HERALD		Check		
				E 01	005 110 000 000 306	LEGAL NOTICE - BOARD MINUTES 3/18/19		\$86.25	
PO#:	Voucher #:	67039	Invoice	Invoice No:	27127	5/21/2019	Paid Amt:	\$86.25	
							Check Amount:	\$86.25	
0716	SBC	63161	4514		BSN Sports		Check		
				R 01	020 211 039 000 618	SENIOR T SHIRTS		\$365.73	
PO#: 17953	Voucher #:	66886	Invoice	Invoice No:	905108527	5/21/2019	Paid Amt:	\$365.73	
				R 01	020 211 039 000 618	T-SHIRTS BP DRAMA		\$1,224.00	
				R 01	020 211 039 000 618	SHIPPING		\$16.36	
PO#: 17858	Voucher #:	66909	Invoice	Invoice No:	904952354	5/21/2019	Paid Amt:	\$1,240.36	
				E 01	020 292 027 000 430	CUSTOM WEATHER COVER		\$879.38	
				E 01	020 292 027 000 430	FREIGHT		\$78.32	
PO#: 17904	Voucher #:	66916	Invoice	Invoice No:	905108515	5/21/2019	Paid Amt:	\$957.70	
				R 01	020 211 039 000 619	NIKE WOVEN FULL ZIP		\$599.88	
				R 01	020 211 039 000 619	FREIGHT		\$10.27	
PO#: 18035	Voucher #:	67051	Invoice	Invoice No:	905191846	5/21/2019	Paid Amt:	\$610.15	
							Check Amount:	\$3,173.94	
0716	SBC	63162	1262		CITY OF BELLE PLAINE		Check		
				E 06	010 865 000 363 305	FIRE ALARM - CHATFIELD 2/26/19		\$300.00	
PO#:	Voucher #:	66923	Invoice	Invoice No:	00003727	5/21/2019	Paid Amt:	\$300.00	
							Check Amount:	\$300.00	
0716	SBC	63163	2730		DAVE KREFT		Check		
				E 01	020 211 000 000 366	Mileage Springfield Community Center/SWMAS		\$99.76	
PO#: 18163	Voucher #:	67127	Invoice	Invoice No:	04302019	5/21/2019	Paid Amt:	\$99.76	
							Check Amount:	\$99.76	
0716	SBC	63164	5280		EARL GRANSEE		Check		
				E 01	011 203 111 000 401	Bluebird Houses		\$1,624.00	
PO#: 18151	Voucher #:	67129	Invoice	Invoice No:	05092019	5/21/2019	Paid Amt:	\$1,624.00	
							Check Amount:	\$1,624.00	
0716	SBC	63165	5579		EDUCATORS BENEFIT CONSULTANTS		Check		
				E 01	005 105 000 000 305	403(b) ADMIN & COMPLIANCE - MAY		\$215.84	
PO#:	Voucher #:	66918	Invoice	Invoice No:	9282	5/21/2019	Paid Amt:	\$215.84	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63165	5579		EDUCATORS BENEFIT CONSULTANTS		Check		
				E 01	005 105 000 000 305	RESTATEMENT OF 403(b) PLAN DOCUMENT		\$500.00	
		PO#: 18141	Voucher #:	67104	Invoice	Invoice No: 9583		5/21/2019	
								Paid Amt:	\$500.00
								Check Amount:	\$715.84
0716	SBC	63166	6870		EMILY AUST		Check		
				E 01	005 420 000 419 366	Mileage SD 19.45		\$135.72	
		PO#: 18087	Voucher #:	66955	Invoice	Invoice No: 04092019		5/21/2019	
								Paid Amt:	\$135.72
								Check Amount:	\$135.72
0716	SBC	63167	7668		FITNESS BOOMERS		Check		
				E 04	005 505 000 321 305	Fitness Boomers		\$96.00	
		PO#: 18069	Voucher #:	66927	Invoice	Invoice No: 04292019		5/21/2019	
								Paid Amt:	\$96.00
								Check Amount:	\$96.00
0716	SBC	63168	7703		HALDEMAN HOMME, INC		Check		
				E 01	020 292 000 302 530	Batting Cage		\$8,596.66	
				E 01	020 292 000 302 530	B Cage - Install		\$3,600.00	
				E 01	020 292 000 302 530	Freight		\$750.00	
		PO#: 17509	Voucher #:	66892	Invoice	Invoice No: 176404		5/21/2019	
								Paid Amt:	\$12,946.66
								Check Amount:	\$12,946.66
0716	SBC	63169	7587		HERITAGE EMBROIDERY & DESIGN		Check		
				R 01	020 211 039 000 619	Jerseys-2018		\$510.00	
		PO#: 18096	Voucher #:	67083	Invoice	Invoice No: 28474		5/21/2019	
								Paid Amt:	\$510.00
								Check Amount:	\$510.00
0716	SBC	63170	1566		HILLYARD / HUTCHINSON		Check		
				E 01	010 810 000 000 401	T.P. towels cheaning supplies		\$3,269.60	
		PO#: 18039	Voucher #:	66888	Invoice	Invoice No: 603411590		5/21/2019	
								Paid Amt:	\$3,269.60
				E 01	010 810 000 000 401	trash bags		\$1,390.05	
		PO#: 18075	Voucher #:	66957	Invoice	Invoice No: 603419171		5/21/2019	
								Paid Amt:	\$1,390.05
				E 01	020 810 000 000 401	facial tissue		\$55.06	
		PO#: 18128	Voucher #:	67086	Invoice	Invoice No: 603429054		5/21/2019	
								Paid Amt:	\$55.06
								Check Amount:	\$4,714.71
0716	SBC	63171	1607		ISD 287		Check		
				E 01	020 211 000 000 391	FY 19 CARE & TREATMENT		\$221.10	
		PO#:	Voucher #:	67100	Invoice	Invoice No: 0001900410		5/21/2019	
								Paid Amt:	\$221.10
								Check Amount:	\$221.10
0716	SBC	63172	7626		JAGUAR COMMUNICATIONS		Check		
				E 04	005 505 000 321 331	CE Telephone		\$50.00	
				E 04	005 570 000 321 331	KIDS CO Telephone		\$50.00	
				E 04	005 580 000 325 331	ECFE Telephone		\$50.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63172	7626		JAGUAR COMMUNICATIONS		Check		
				E 04	005 505 000 321 331	CE Telephone		\$50.00	
				E 01	020 810 000 000 331	CE Telephone		\$697.71	
				E 01	020 810 000 000 331	CREDIT FROM PREVIOUS MONTH		(\$8.26)	
PO#:	Voucher #:	67042	Invoice	Invoice No:	106218	5/21/2019	Paid Amt:	\$889.45	
			E 01	011 810 000 000 331	Oak Crest Telephone		\$668.09		
			E 01	011 810 000 000 331	CREDIT FROM PREVIOUS MONTH		(\$1.52)		
PO#:	Voucher #:	67043	Invoice	Invoice No:	106308	5/21/2019	Paid Amt:	\$666.57	
			E 01	010 810 000 000 331	Elem Oper & Maint Telephone		\$849.57		
			E 01	010 810 000 000 331	CREDIT FROM PREVIOUS MONTH		(\$0.60)		
PO#:	Voucher #:	67044	Invoice	Invoice No:	106248	5/21/2019	Paid Amt:	\$848.97	
			E 01	005 810 000 000 331	Telephone		\$307.81		
			E 01	005 810 000 000 331	CREDIT FOR PREVIOUS MONTH		(\$0.46)		
PO#:	Voucher #:	67045	Invoice	Invoice No:	93168	5/21/2019	Paid Amt:	\$307.35	
							Check Amount:	\$2,712.34	
0716	SBC	63173	7402		JAMIE OLSON		Check		
				E 01	005 420 000 419 366	Mileage		\$62.64	
PO#: 18012	Voucher #:	66910	Invoice	Invoice No:	04102019	5/21/2019	Paid Amt:	\$62.64	
			E 01	005 420 000 419 366	SD19.54 J OLSON - MILEAGE		\$120.64		
PO#: 18134	Voucher #:	67123	Invoice	Invoice No:	04302019	5/21/2019	Paid Amt:	\$120.64	
			E 01	005 420 000 419 366	Mileage - April		\$35.96		
PO#: 18134	Voucher #:	67124	Invoice	Invoice No:	04262019	5/21/2019	Paid Amt:	\$35.96	
							Check Amount:	\$219.24	
0716	SBC	63174	6672		JESSICA EMERSON		Check		
				E 01	005 420 000 419 366	Mileage		\$451.01	
PO#: 18145	Voucher #:	67125	Invoice	Invoice No:	04252019	5/21/2019	Paid Amt:	\$451.01	
							Check Amount:	\$451.01	
0716	SBC	63175	3968		JOHN BERGS		Check		
				E 01	020 292 000 000 366	MILEAGE - J BERGS		\$220.05	
PO#:	Voucher #:	67126	Invoice	Invoice No:	05152019	5/21/2019	Paid Amt:	\$220.05	
							Check Amount:	\$220.05	
0716	SBC	63176	4970		JOHN WINTERFELDT		Check		
				E 06	005 865 000 349 305	CPR TRAINING		\$1,400.00	
PO#:	Voucher #:	66891	Invoice	Invoice No:	2019-01	5/21/2019	Paid Amt:	\$1,400.00	
							Check Amount:	\$1,400.00	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63177	6555		KELLY PETRASEK		Check		
				E 01	010 412 000 740 366	Mileage - Home visits		\$31.20	
	PO#: 18089	Voucher #:	67052	Invoice	Invoice No: 04302019	5/21/2019	Paid Amt:	\$31.20	
							Check Amount:	\$31.20	
0716	SBC	63178	2857		KELLY POPPLER		Check		
				E 01	005 420 000 419 366	Mileage		\$31.20	
	PO#: 18112	Voucher #:	67063	Invoice	Invoice No: 04252019	5/21/2019	Paid Amt:	\$31.20	
							Check Amount:	\$31.20	
0716	SBC	63179	7656		KELSEY JANNI		Check		
				E 01	030 416 000 419 366	Mileage - Homebound services		\$18.56	
	PO#: 18090	Voucher #:	67053	Invoice	Invoice No: 04302019	5/21/2019	Paid Amt:	\$18.56	
							Check Amount:	\$18.56	
0716	SBC	63180	3120		KENNEDY & GRAVEN, CHARTERED		Check		
				E 01	005 105 000 000 305	LEGAL SERVICES THROUGH 3/31/19		\$43.00	
	PO#:	Voucher #:	66900	Invoice	Invoice No: 147992	5/21/2019	Paid Amt:	\$43.00	
							Check Amount:	\$43.00	
0716	SBC	63181	1701		LAKESHORE LEARNING MATERIALS		Check		
				E 01	010 203 000 000 430	FF429 FF429 - Build-A-Word! Magnet Board - 3		\$28.49	
				E 01	010 203 000 000 430	GG471 GG471 - Touch & Read CVC Words Se		\$31.34	
				E 01	010 203 000 000 430	GG369 GG369 - Touch & Read CVC Words Me		\$28.49	
				E 01	010 203 000 000 430	STD8295 STD8295 - Home Sweet Classroom F		\$13.28	
	PO#: 18029	Voucher #:	66961	Invoice	Invoice No: 2416150419	5/21/2019	Paid Amt:	\$101.60	
							Check Amount:	\$101.60	
0716	SBC	63182	6287		LANA HANSON		Check		
				E 01	011 407 000 419 366	Mileage to Trinity		\$25.52	
	PO#: 18111	Voucher #:	67062	Invoice	Invoice No: 04302019	5/21/2019	Paid Amt:	\$25.52	
				E 01	011 407 000 419 366	Mileage - January		\$2.32	
	PO#: 17805	Voucher #:	67078	Invoice	Invoice No: 01242019	5/21/2019	Paid Amt:	\$2.32	
				E 01	011 407 000 419 366	Mileage - February		\$2.32	
	PO#: 17805	Voucher #:	67079	Invoice	Invoice No: 02122019	5/21/2019	Paid Amt:	\$2.32	
							Check Amount:	\$30.16	
0716	SBC	63183	3078		LURIE FOGARTY		Check		
				E 01	020 294 026 000 366	FBALL CLINIC HOTEL REIMBURSEMENT - 3/		\$318.34	
	PO#: 18052	Voucher #:	66919	Invoice	Invoice No: 05012019	5/21/2019	Paid Amt:	\$318.34	
							Check Amount:	\$318.34	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0716	SBC	63184	2665		LIFETOUCH NSS		Check	
				E 01	011 203 111 000 401 Yearbooks		\$1,178.33	
	PO#: 18108	Voucher #: 67088		Invoice	Invoice No: 32138041	5/21/2019		
							Paid Amt: \$1,178.33	
							Check Amount: \$1,178.33	
0716	SBC	63185	1748		MAAE		Check	
				E 01	020 399 000 628 820 MAAE SUMmer Conference Registration		\$502.00	
	PO#: 17899	Voucher #: 67047		Invoice	Invoice No: 07082019	5/21/2019		
							Paid Amt: \$502.00	
							Check Amount: \$502.00	
0716	SBC	63186	1785		MASBO		Check	
				E 01	005 020 000 000 366 CERTIFICATION PROGRAM - RYAN LAAGER		\$50.00	
	PO#:	Voucher #: 66908		Invoice	Invoice No: 200010174	5/21/2019		
							Paid Amt: \$50.00	
							Check Amount: \$50.00	
0716	SBC	63187	4535		MATHESON TRI-GAS, INC		Check	
				E 01	020 301 000 830 433 Tip Cleaners		\$4.22	
	PO#: 17945	Voucher #: 67046		Invoice	Invoice No: 19524874	5/21/2019		
							Paid Amt: \$4.22	
				E 01	020 301 000 830 433 Rebuild of pressure release valve		\$179.63	
	PO#: 17868	Voucher #: 67082		Invoice	Invoice No: 19559124	5/21/2019		
							Paid Amt: \$179.63	
							Check Amount: \$183.85	
0716	SBC	63188	5645		MIDWEST SPECIAL INSTRUMENTS		Check	
				E 01	005 420 000 419 433 OAE Calibration		\$190.00	
				E 01	020 211 000 000 430 OAE Calibration		\$29.00	
				E 01	011 203 000 000 430 OAE Calibration		\$29.00	
				E 01	010 203 000 000 430 OAE Calibration		\$29.00	
	PO#: 18031	Voucher #: 67097		Invoice	Invoice No: 1905228-IN	5/21/2019		
							Paid Amt: \$277.00	
							Check Amount: \$277.00	
0716	SBC	63189	1841		MN HISTORICAL SOCIETY		Check	
				E 01	011 203 111 000 401 tickets for fort snelling		\$726.00	
	PO#: 18102	Voucher #: 67089		Invoice	Invoice No: 20499	5/21/2019		
							Paid Amt: \$726.00	
							Check Amount: \$726.00	
0716	SBC	63190	7376		N2Y, LLC		Check	
				E 01	005 420 000 419 433 Instructional Material - Unique Learning Systems		\$2,538.58	
	PO#: 18060	Voucher #: 67049		Invoice	Invoice No: INV-1004279	5/21/2019		
							Paid Amt: \$2,538.58	
							Check Amount: \$2,538.58	
0716	SBC	63191	1907		NATIONAL RECOGNITION PRODUCTS		Check	
				E 01	020 052 000 000 435 10 Double Honor Cord - Gold		\$79.50	
				E 01	020 052 000 000 435 22 Double Honor Cord - Silver		\$174.90	
				E 01	020 052 000 000 435 113 Belle Plaine HS Diplomas		\$355.95	
				E 01	020 052 000 000 435 113 Belle Plaine HS Dip Cover		\$846.37	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63191	1907		NATIONAL RECOGNITION PRODUCTS		Check		
				E 01	020 052 000 000 435	Shipping/Handling		\$58.26	
		PO#: 18143	Voucher #:	67128	Invoice	Invoice No: 4541282	5/21/2019	Paid Amt:	\$1,514.98
								Check Amount:	\$1,514.98
0716	SBC	63192	2765		NEY CENTER		Check		
				E 01	011 203 111 000 401	Blue Bird field trip		\$232.00	
				E 01	011 203 111 000 401	Archery Equipment		\$45.00	
		PO#: 18142	Voucher #:	67106	Invoice	Invoice No: 1	5/21/2019	Paid Amt:	\$277.00
								Check Amount:	\$277.00
0716	SBC	63193	6275		NORTH AMERICAN SAFETY INC		Check		
				R 01	020 211 039 000 618	75 Tshirts/long sleeve shirts		\$929.00	
		PO#: 17869	Voucher #:	66889	Invoice	Invoice No: 41340	5/21/2019	Paid Amt:	\$929.00
				E 04	005 505 047 321 366	Drivers Ed Cones		\$60.00	
		PO#: 17932	Voucher #:	66893	Invoice	Invoice No: 41827	5/21/2019	Paid Amt:	\$60.00
								Check Amount:	\$989.00
0716	SBC	63194	4792		OHNSORG TRUCK BODIES		Check		
				E 01	010 810 000 000 401	door thresholds		\$92.04	
		PO#: 18026	Voucher #:	66887	Invoice	Invoice No: 16483A	5/21/2019	Paid Amt:	\$92.04
								Check Amount:	\$92.04
0716	SBC	63195	1982		PIONEER ATHLETICS		Check		
				E 01	020 810 000 000 401	field marking paint		\$655.00	
		PO#: 17975	Voucher #:	66922	Invoice	Invoice No: INV717459	5/21/2019	Paid Amt:	\$655.00
								Check Amount:	\$655.00
0716	SBC	63196	3944		RACHEL BENSON		Check		
				E 01	005 420 000 419 366	Mileage		\$23.90	
		PO#: 18023	Voucher #:	66899	Invoice	Invoice No: 04172019	5/21/2019	Paid Amt:	\$23.90
								Check Amount:	\$23.90
0716	SBC	63197	3866		RACHELLE KERKOW		Check		
				E 01	020 211 000 000 366	MILEAGE - R KERKOW		\$44.66	
		PO#:	Voucher #:	66925	Invoice	Invoice No: 04262019	5/21/2019	Paid Amt:	\$44.66
								Check Amount:	\$44.66
0716	SBC	63198	2023		REALLY GOOD STUFF, LLC		Check		
				E 01	011 203 000 000 430	165541 Monthly Calendar Pages And Stickers 2		\$31.98	
				E 01	011 203 000 000 430	702923 It s My Birthday Star Sticker Badges		\$5.69	
				E 01	011 203 000 000 430	160048BK Book Baskets Medium Rectangle		\$53.19	
				E 01	011 203 000 000 430	705458 Bold Bright Welcome Bulletin Board Se		\$14.11	
		PO#: 18004	Voucher #:	66901	Invoice	Invoice No: 6865402	5/21/2019	Paid Amt:	\$104.97
								Check Amount:	\$104.97

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63199	6827		REINHART FOOD SERVICES, LLC		Check
				E 01 010 203	110 000 401 Snack Cart Inv #951768		\$434.94
PO#:	18019	Voucher #:	66894	Invoice	Invoice No: 951768	5/21/2019	Paid Amt: \$434.94
				E 01 011 203	111 000 401 Invoice 938392 Date 3/6/19 Snack Cart		\$496.47
PO#:	17992	Voucher #:	66896	Invoice	Invoice No: 938392	5/21/2019	Paid Amt: \$496.47
				E 01 011 203	111 000 401 Invoice 946751 Date 4/3/19 Snack Cart		\$336.39
PO#:	17992	Voucher #:	66897	Invoice	Invoice No: 946751	5/21/2019	Paid Amt: \$336.39
				E 01 011 203	111 000 401 Invoice 948976 Date4/10/19 Snack Cart		\$359.65
PO#:	17992	Voucher #:	66898	Invoice	Invoice No: 948976	5/21/2019	Paid Amt: \$359.65
				E 01 010 203	110 000 401 Snack Cart Inv #953946		\$326.04
PO#:	18066	Voucher #:	66926	Invoice	Invoice No: 953946	5/21/2019	Paid Amt: \$326.04
				E 01 010 203	110 000 401 Snack Cart Inv #955524		\$261.48
PO#:	18103	Voucher #:	67037	Invoice	Invoice No: 955524	5/21/2019	Paid Amt: \$261.48
				E 01 011 203	111 000 401 Invoice 950768 Date - 4/17/19		\$368.75
PO#:	18104	Voucher #:	67090	Invoice	Invoice No: 950768	5/21/2019	Paid Amt: \$368.75
				E 01 011 203	111 000 401 Invoice952979 Date 4/24/19		\$383.69
PO#:	18104	Voucher #:	67091	Invoice	Invoice No: 952979	5/21/2019	Paid Amt: \$383.69
				E 01 010 203	110 000 401 Snack Cart Inv #958164		\$344.73
PO#:	18147	Voucher #:	67098	Invoice	Invoice No: 958164	5/21/2019	Paid Amt: \$344.73
				E 01 011 203	111 000 401 Snack Cart - Invoice #957396 Date - 5/8/18		\$391.68
PO#:	18138	Voucher #:	67105	Invoice	Invoice No: 957396	5/21/2019	Paid Amt: \$391.68
Check Amount:							\$3,703.82
0716	SBC	63200	4055		ROTARY CLUB OF BELLE PLAINE		Check
				E 01 005 020	000 000 820 FY19 ROTARY DUES		\$532.00
PO#:		Voucher #:	67087	Invoice	Invoice No: 01182019	5/21/2019	Paid Amt: \$532.00
Check Amount:							\$532.00
0716	SBC	63201	6893		RYAN LAAGER		Check
				E 01 005 108	000 000 455 TONER		\$40.89
PO#:		Voucher #:	67081	Invoice	Invoice No: 05072019	5/21/2019	Paid Amt: \$40.89
Check Amount:							\$40.89
0716	SBC	63202	3112		SCHOLASTIC BOOK CLUBS, INC		Check
				E 01 011 203	000 000 401 Refugee Book		\$120.00
PO#:	17855	Voucher #:	66907	Invoice	Invoice No: 28366827	5/21/2019	Paid Amt: \$120.00
Check Amount:							\$120.00
0716	SBC	63203	3336	1	SCHOOL SPECIALTY		Check
				E 01 010 203	110 000 401 216776 CONST PPR 12X18 HOLIDAY RED TF		\$32.67
				E 01 010 203	110 000 401 299654 CONST PPR 12X18 ORANGE SUNW(\$12.00
				E 01 010 203	110 000 401 1506532 CONST PPR 12X18 YELLOW SUNW		\$8.48
				E 01 010 203	110 000 401 1506530 CONST PPR 12X18 HOLIDAY GREE		\$13.44

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63203	3336	1	SCHOOL SPECIALTY		Check
				E 01 010 203 110 000 401	1506526 CONST PPR 12X18 BLUE SUNWOR	\$13.62	
				E 01 010 203 110 000 401	248614 CONST PPR 12X18 LT BLUE RIVERS	\$26.28	
				E 01 010 203 110 000 401	248615 CONST PPR 12X18 BLU GREEN RIVE	\$11.68	
				E 01 010 203 110 000 401	054414 CONST PPR 12X18 PURPLE TRURAY	\$8.91	
				E 01 010 203 110 000 401	054141 CONST PPR 12X18 WHITE TRURAY !	\$28.70	
				E 01 010 203 110 000 401	054150 CONST PPR 12X18 BLACK TRURAY !	\$26.73	
				E 01 010 203 110 000 401	1506519 CONST PPR 12X18 BROWN SUNW	\$22.70	
				E 01 010 203 110 000 401	1506535 CONST PPR 12X18 GRAY SUNWOF	\$9.08	
				E 01 010 203 110 000 401	402002 PAPER SAX COLORED ART 12X18 PI	\$17.40	
				E 01 010 203 110 000 401	1506469 CONST PPR 12X18 LILAC SUNWOF	\$9.32	
PO#: 17959	Voucher #:	66902	Invoice	Invoice No: 208122714770	5/21/2019	Paid Amt:	\$241.01
			E 01 011 203 000 000 430	091563 CARDS INDEX 4X6 RULED EXTREME	\$5.96		
			E 01 011 203 000 000 430	2002819 BULLETIN BOARD SET WELCOME	\$7.99		
			E 01 011 203 000 000 430	1593970 EMOJI NATION MAGNETIC BORDEI	\$7.47		
			E 01 011 203 000 000 430	1539684 BORDER MAGNETIC B/W CHEVRO	\$7.79		
			E 01 011 203 000 000 430	2003432 BOOKMARK - CHALK IT UP! MOTIV	\$6.10		
			E 01 011 203 000 000 430	005295 TAPE SCOTCH 232 MASKING 1IN X 6	\$22.48		
			E 01 011 203 000 000 430	084465 ERASER DRY ERASE MAGENTIC SC	\$7.60		
			E 01 011 203 000 000 430	1593096 MARKER DRY ERASE CHISEL SCHI	\$33.47		
			E 01 011 203 000 000 430	1593092 MARKER DRY ERASE CHISEL SCHI	\$33.47		
PO#: 17861	Voucher #:	66906	Invoice	Invoice No: 308103275460	5/21/2019	Paid Amt:	\$132.33
			E 01 010 203 000 000 430	1408355 DOTS ON TURQUOISE BORDER	\$13.24		
			E 01 010 203 000 000 430	1539682 NAME PLATES DOUBLE SIDED HAF	\$13.83		
			E 01 010 203 000 000 430	1537128 LETTERS POP OUT BARKER CREE	\$6.49		
			E 01 010 203 000 000 430	1408353 NAME TAGS DOTS ON TURQUOISE	\$16.36		
			E 01 010 203 000 000 430	040485 TAPE DOUBLE STICK 0.50 IN X 250 II	\$6.36		
			E 01 010 203 000 000 430	1597367 LABEL PERMANENT FILING .66 X 3.	\$21.25		
			E 01 010 203 000 000 430	721300 WHISTLE PLASTIC BLACK PK OF 12	\$11.42		
			E 01 010 203 000 000 430	067506 SHEET PROTECTOR HD TOP LOAD	\$13.62		
PO#: 18057	Voucher #:	67040	Invoice	Invoice No: 208122801208	5/21/2019	Paid Amt:	\$102.57
			E 01 010 203 000 000 430	2004083 TAPE DUCK GENERAL PURPOSE M	\$16.55		
			E 01 010 203 000 000 430	2006577 NAME PLATES BOLD STROKES RE	\$5.70		
			E 01 010 203 000 000 430	2003443 CROWN - HAPPY BIRTHDAY	\$9.74		
			E 01 010 203 000 000 430	1568908 BADGES PAINTED PALETTE HAPPY	\$4.48		
			E 01 010 203 000 000 430	2005579 STICKERS - POSTITIVE REWARDS	\$2.33		
PO#: 18063	Voucher #:	67041	Invoice	Invoice No: 208122810728	5/21/2019	Paid Amt:	\$38.80
			E 01 010 203 000 000 430	1497389 BULLETIN BOARD SET BOHO BIRD	\$8.51		
			E 01 010 203 000 000 430	1571296 CUT OUTS MINI CARSON DELLOS/	\$3.31		

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63203	3336	1	SCHOOL SPECIALTY		Check		
				E 01 010 203 000 000 430	1497392 BULLETIN BOARD SET CALENDAR			\$9.87	
				E 01 010 203 000 000 430	1497388 BULLETIN BOARD SET BOHO BIRD			\$9.16	
				E 01 010 203 000 000 430	1571294 BULLETIN BOARD SET BOHO BIRD			\$9.94	
				E 01 010 203 000 000 430	1593716 NAME PLATES BLUE HARMONY 9.6			\$3.83	
	PO#: 18072	Voucher #:	67103	Invoice	Invoice No: 208122814637	5/21/2019	Paid Amt:	\$44.62	
				E 01 010 203 000 000 430	1589649 CRAFT STICK JUMBO WOOD PACK			\$2.20	
				E 01 010 203 000 000 430	053928 PAPER DRAWING WHITE 12X18 50 L			\$10.14	
				E 01 010 203 000 000 430	085484 TAGBOARD WHITE 12X18 125 LB PK			\$4.40	
				E 01 010 203 000 000 430	059178 PEN WET-ERASE VIS-A-VIS FINE AS			\$5.13	
	PO#: 18083	Voucher #:	67113	Invoice	Invoice No: 208122829720	5/21/2019	Paid Amt:	\$21.87	
							Check Amount:	\$581.20	
0716	SBC	63204	7652		SFGF II, LLC.		Check		
				E 01 005 810 112 000 330	Solar Garden Electricity - MARCH			\$20,801.67	
	PO#:	Voucher #:	66958	Invoice	Invoice No: 0000010001	5/21/2019	Paid Amt:	\$20,801.67	
				E 01 005 810 112 000 330	Solar Garden Electricity - FEBRUARY			\$3,829.96	
	PO#:	Voucher #:	66959	Invoice	Invoice No: 0000009546	5/21/2019	Paid Amt:	\$3,829.96	
				E 01 005 810 112 000 330	Solar Garden Electricity - JANUARY			\$9,830.32	
	PO#:	Voucher #:	66960	Invoice	Invoice No: 0000009386	5/21/2019	Paid Amt:	\$9,830.32	
							Check Amount:	\$34,461.95	
0716	SBC	63205	7485		SLP TOOLKIT, LLC		Check		
				E 01 010 420 000 419 433	Annual Subscription			\$180.00	
	PO#: 17771	Voucher #:	67101	Invoice	Invoice No: 1519	5/21/2019	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
0716	SBC	63206	2137		SOUTH CENTRAL ECSU		Check		
				E 01 005 108 000 000 405	SOCRATES TELECOM SERVICE - MARCH			\$500.00	
	PO#:	Voucher #:	66903	Invoice	Invoice No: 18756	5/21/2019	Paid Amt:	\$500.00	
				E 01 005 108 000 000 405	SOCRATES TELECOM SERVICE - APRIL			\$500.00	
	PO#:	Voucher #:	67102	Invoice	Invoice No: 18834	5/21/2019	Paid Amt:	\$500.00	
				E 01 005 865 000 352 305	H & S Management			\$155.21	
	PO#: 18159	Voucher #:	67107	Invoice	Invoice No: 18811	5/21/2019	Paid Amt:	\$155.21	
							Check Amount:	\$1,155.21	
0716	SBC	63207	4077		SOUTHEAST SERVICE COOPERATIVE		Check		
				E 01 020 211 000 000 430	Mobile Science Lab Rental non member			\$275.00	
	PO#: 18048	Voucher #:	66954	Invoice	Invoice No: SINV000001471	5/21/2019	Paid Amt:	\$275.00	
							Check Amount:	\$275.00	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63208	6138		SOUTHWEST METRO - ISD 288		Check		
				E 01 020 211 000 000 391	FY19 PRAIRIE CARE TUITION (2ND & 3RD Q			\$5,625.00	
PO#:	Voucher #:	66890	Invoice	Invoice No: 1598		5/21/2019	Paid Amt:	\$5,625.00	
				E 01 020 211 000 000 391	FY19 VOCATIONAL BILLING - FEBRUARY			\$13,187.20	
PO#:	Voucher #:	66904	Invoice	Invoice No: 1547		5/21/2019	Paid Amt:	\$13,187.20	
				E 01 020 211 000 000 391	FY19 VOCATIONAL BILLING - MARCH			\$10,033.05	
PO#:	Voucher #:	66905	Invoice	Invoice No: 1566		5/21/2019	Paid Amt:	\$10,033.05	
				E 01 020 211 000 000 391	FY19 CCJ TUITION BILLING - 1ST SEMESTE			\$4,363.34	
PO#:	Voucher #:	67099	Invoice	Invoice No: 1622		5/21/2019	Paid Amt:	\$4,363.34	
							Check Amount:	\$33,208.59	
0716	SBC	63209	3287		SPARETIME INVESTMENT GROUP		Check		
				E 01 020 810 000 000 337	snow removal 4/10- 4/11			\$308.75	
PO#: 18162	Voucher #:	67109	Invoice	Invoice No: 2864		5/21/2019	Paid Amt:	\$308.75	
				E 01 030 810 000 000 337	snow removal 4/10-4/11			\$81.25	
PO#: 18162	Voucher #:	67110	Invoice	Invoice No: 2865		5/21/2019	Paid Amt:	\$81.25	
				E 01 010 810 000 000 337	snow removal 4/10-4/11			\$260.00	
PO#: 18162	Voucher #:	67111	Invoice	Invoice No: 2866		5/21/2019	Paid Amt:	\$260.00	
				E 01 011 810 000 000 337	last of the snow removal 4/10-4/11			\$520.00	
PO#: 18162	Voucher #:	67112	Invoice	Invoice No: 2867		5/21/2019	Paid Amt:	\$520.00	
							Check Amount:	\$1,170.00	
0716	SBC	63210	7711		SUNBELT STAFFING		Check		
				E 01 005 401 000 740 394	Speech Services			\$2,917.08	
PO#: 18120	Voucher #:	67080	Invoice	Invoice No: 10304905		5/21/2019	Paid Amt:	\$2,917.08	
							Check Amount:	\$2,917.08	
0716	SBC	63211	7749		TC HAPPYFEET LEGENDS		Check		
				E 04 005 505 000 321 305	HAPPYFEET ACADEMY SESSIONS			\$4,080.00	
PO#: 18091	Voucher #:	67050	Invoice	Invoice No: 5861		5/21/2019	Paid Amt:	\$4,080.00	
							Check Amount:	\$4,080.00	
0716	SBC	63212	3931		TRAILBLAZER TRANSIT		Check		
				E 04 005 505 035 321 360	BUS SERVICE			\$36.00	
PO#:	Voucher #:	66924	Invoice	Invoice No: 2019-03-1H5		5/21/2019	Paid Amt:	\$36.00	
							Check Amount:	\$36.00	
0716	SBC	63213	3326		TRIARCO ARTS & CRAFTS		Check		
				E 01 020 291 040 000 430	Miscellaneous			\$376.24	
PO#: 18047	Voucher #:	67048	Invoice	Invoice No: 364455		5/21/2019	Paid Amt:	\$376.24	
							Check Amount:	\$376.24	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63214	4631		TRINITY LUTHERAN CHURCH		Check
				E 04 002 590 000 351 460	NON-PUBLIC TEXTBOOK REIMBURSEMENT	\$4,173.12	
PO#:	Voucher #:	66920	Invoice	Invoice No:	05012019	5/21/2019	Paid Amt: \$4,173.12
							Check Amount: \$4,173.12
0716	SBC	63215	2266		TRUGREEN CHEMLAWN		Check
				E 01 011 810 000 000 401	FOOTBALL FIELD	\$217.48	
PO#:	Voucher #:	67038	Invoice	Invoice No:	100684450	5/21/2019	Paid Amt: \$217.48
			E 01 020 810 000 000 401	Emerald ash bore treatment		\$2,223.00	
PO#: 18160	Voucher #:	67108	Invoice	Invoice No:	05142019	5/21/2019	Paid Amt: \$2,223.00
							Check Amount: \$2,440.48
0716	SBC	63216	6335		TRUSTED EMPLOYEES		Check
				E 01 020 294 024 000 305	BACKGROUND CHECK	\$14.00	
PO#:	Voucher #:	66921	Invoice	Invoice No:	0420199775S	5/21/2019	Paid Amt: \$14.00
							Check Amount: \$14.00
0716	SBC	63217	7467		UNIQUE SOFTWARE COPORATION		Check
				E 01 005 605 000 000 351	IPad Repairs/Replacement	\$654.00	
PO#:	Voucher #:	66956	Invoice	Invoice No:	246964	5/21/2019	Paid Amt: \$654.00
							Check Amount: \$654.00
0716	SBC	63218	7737		WELCOME NEIGHBOR		Check
				E 04 005 505 000 321 306	Early Learning 1/4 page advertisement	\$195.00	
PO#: 17947	Voucher #:	66917	Invoice	Invoice No:	11973	5/21/2019	Paid Amt: \$195.00
							Check Amount: \$195.00
0716	SBC	63219	2326		YOUTH FRONTIERS INC		Check
				E 01 011 203 111 000 401	Deposit for Kindness Retreat 1/9/20	\$750.00	
PO#: 17993	Voucher #:	66895	Invoice	Invoice No:	90590	5/21/2019	Paid Amt: \$750.00
							Check Amount: \$750.00
Report Total:							\$138,679.31

Belle Plaine Public Schools
May 2019 Electronic Payments Summary

April 2019 PCARD	34,764.68
Payroll 4/19/2019	239,495.27
Payroll 5/3/2019	242,060.27
Other Electronic Payments (See attached report)	347,133.90
Total	\$ 863,454.12

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	1873			MN.TEACHERS RETIRE.ASSOC		Wire		
				B 01 215 004	TEACHER RETIREMENT			\$46,469.69	
PO#:	Voucher #:	66777	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:	\$46,469.69	
							Check Amount:	\$46,469.69	
0716	SBC	1977			PERA		Wire		
				B 01 215 005	PERA			\$9,881.36	
PO#:	Voucher #:	66778	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:	\$9,881.36	
							Check Amount:	\$9,881.36	
0716	SBC	2330			FEDERAL		Wire		
				B 01 215 001	FEDERAL			\$22,011.49	
PO#:	Voucher #:	66779	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:	\$22,011.49	
				B 01 215 003	FICA			\$10,025.28	
PO#:	Voucher #:	66780	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:	\$10,025.28	
				B 01 215 003	FICA			\$42,865.76	
PO#:	Voucher #:	66781	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:	\$42,865.76	
							Check Amount:	\$74,902.53	
0716	SBC	2331			STATE OF MINNESOTA		Wire		
				B 01 215 002	STATE TAX			\$12,078.90	
PO#:	Voucher #:	66782	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:	\$12,078.90	
							Check Amount:	\$12,078.90	
0716	SBC	2735			MII LIFE - VEBA/HSA		Wire		
				B 01 215 038	MFS SERVICE CENTER INC			\$2,207.25	
PO#:	Voucher #:	66783	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:	\$2,207.25	
							Check Amount:	\$2,207.25	
0716	SBC	5579			EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01 215 035	AMERIEXF BRD SHARE ANNUITY			\$751.31	
				B 01 215 065	IDS			\$1,131.31	
PO#:	Voucher #:	66784	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:	\$1,882.62	
				B 01 215 061	FIDELITY FDS.			\$474.26	
PO#:	Voucher #:	66785	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:	\$474.26	
				B 01 215 053	HORACE MANN INSURANC			\$4,468.71	
PO#:	Voucher #:	66786	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:	\$4,468.71	
				B 01 215 008	ING -ANNUITIES			\$34.00	
PO#:	Voucher #:	66787	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:	\$34.00	
				B 01 215 043	ING ANNUITY			\$108.80	
PO#:	Voucher #:	66788	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:	\$108.80	
				B 01 215 033	MEA ESI BRD SHARE ANNUITY			\$238.71	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	5579			EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01 215 076	MEA-ESI			\$463.71	
PO#:	Voucher #:	66789	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:		\$702.42
				B 01 215 095	OPPENHEIMER FUNDS			\$6,715.88	
PO#:	Voucher #:	66790	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:		\$6,715.88
				B 01 215 059	LUTHERAN BROTHERHOOD			\$1,918.20	
PO#:	Voucher #:	66791	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:		\$1,918.20
				B 01 215 034	VALIC BRD SHARE ANNUITY			\$117.55	
				B 01 215 042	VALIC ANNUITY CO			\$342.55	
PO#:	Voucher #:	66792	Invoice	Invoice No:	S2019200	4/19/2019	Paid Amt:		\$460.10
							Check Amount:		\$16,764.99
0716	SBC	5194			MN REVENUE		Wire		
				E 01 005 110 000 000 401	March 2019 Sales Tax			\$799.00	
PO#:	Voucher #:	66828	Invoice	Invoice No:	March 2019	4/22/2019	Paid Amt:		\$799.00
							Check Amount:		\$799.00
0716	SBC	1873			MN.TEACHERS RETIRE.ASSOC		Wire		
				B 01 215 004	TEACHER RETIREMENT			\$44,807.77	
				E 01 020 292 027 000 186	Crdt S Hallgren Act worker not TRA elig			(\$7.32)	
PO#:	Voucher #:	66936	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:		\$44,800.45
							Check Amount:		\$44,800.45
0716	SBC	1977			PERA		Wire		
				B 01 215 005	PERA			\$13,320.32	
PO#:	Voucher #:	66937	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:		\$13,320.32
							Check Amount:		\$13,320.32
0716	SBC	2330			FEDERAL		Wire		
				B 01 215 001	FEDERAL			\$22,144.48	
PO#:	Voucher #:	66938	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:		\$22,144.48
				B 01 215 003	FICA			\$10,147.20	
PO#:	Voucher #:	66939	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:		\$10,147.20
				B 01 215 003	FICA			\$43,388.66	
PO#:	Voucher #:	66940	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:		\$43,388.66
							Check Amount:		\$75,680.34
0716	SBC	2331			STATE OF MINNESOTA		Wire		
				B 01 215 002	STATE TAX			\$12,196.34	
PO#:	Voucher #:	66941	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:		\$12,196.34
							Check Amount:		\$12,196.34
0716	SBC	2735			MII LIFE - VEBA/HSA		Wire		
				B 01 215 020	VEBA			\$375.00	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	2735			MII LIFE - VEBA/HSA		Wire		
				B 01 215 038	MFS SERVICE CENTER INC			\$2,207.25	
PO#:	Voucher #:	66942	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$2,582.25	
								Check Amount:	\$2,582.25
0716	SBC	5579			EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01 215 035	AMERIEXF BRD SHARE ANNUITY			\$751.31	
				B 01 215 065	IDS			\$1,131.31	
PO#:	Voucher #:	66943	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$1,882.62	
				B 01 215 061	FIDELITY FDS.			\$474.26	
PO#:	Voucher #:	66944	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$474.26	
				B 01 215 053	HORACE MANN INSURANC			\$4,383.39	
PO#:	Voucher #:	66945	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$4,383.39	
				B 01 215 008	ING -ANNUITIES			\$34.00	
PO#:	Voucher #:	66946	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$34.00	
				B 01 215 043	ING ANNUITY			\$108.80	
PO#:	Voucher #:	66947	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$108.80	
				B 01 215 033	MEA ESI BRD SHARE ANNUITY			\$238.71	
				B 01 215 076	MEA-ESI			\$463.71	
PO#:	Voucher #:	66948	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$702.42	
				B 01 215 095	OPPENHEIMER FUNDS			\$6,562.88	
PO#:	Voucher #:	66949	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$6,562.88	
				B 01 215 059	LUTHERAN BROTHERHOOD			\$1,918.20	
PO#:	Voucher #:	66950	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$1,918.20	
				B 01 215 034	VALIC BRD SHARE ANNUITY			\$117.55	
				B 01 215 042	VALIC ANNUITY CO			\$342.55	
PO#:	Voucher #:	66951	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$460.10	
								Check Amount:	\$16,526.67
0716	SBC	1873			MN.TEACHERS RETIRE.ASSOC		Wire		
				E 01 020 292 027 000 186	reSHallgren extra c			\$7.32	
PO#:	Voucher #:	66962	Invoice	Invoice No:	50319	5/3/2019	Paid Amt:	\$7.32	
								Check Amount:	\$7.32
0716	SBC	1262			CITY OF BELLE PLAINE		Wire		
				E 01 010 810 000 000 332	Elem Oper & Maint Water/Sewer			\$3.74	
PO#:	Voucher #:	67070	Invoice	Invoice No:	01-00000374-55-7	4/22/2019	Paid Amt:	\$3.74	
				E 01 011 810 000 000 332	Oak Crest Water-sewer			\$33.26	
PO#:	Voucher #:	67071	Invoice	Invoice No:	01-00002265-00-6	4/22/2019	Paid Amt:	\$33.26	
				E 01 030 810 000 000 332	Jr Hi Oper & Maint Water/Sewer			\$205.86	
PO#:	Voucher #:	67072	Invoice	Invoice No:	01-00000352-00-9	4/22/2019	Paid Amt:	\$205.86	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	1262			CITY OF BELLE PLAINE		Wire		
			E 01 011 810	000 000 332	Oak Crest Water-sewer			\$1,077.91	
PO#:	Voucher #:	67073	Invoice	Invoice No:	01-00002232-00-4	4/22/2019		Paid Amt:	\$1,077.91
			E 01 020 810	000 000 332	HS Oper & Maint Water/Sewer			\$1,909.56	
PO#:	Voucher #:	67074	Invoice	Invoice No:	01-00000374-00-7	4/22/2019		Paid Amt:	\$1,909.56
			E 01 020 810	000 000 332	HS Oper & Maint Water/Sewer			\$2,364.21	
PO#:	Voucher #:	67075	Invoice	Invoice No:	01-00002187-00-7	4/22/2019		Paid Amt:	\$2,364.21
								Check Amount:	\$5,594.54
0716	SBC	2800			FURTHER		Wire		
			E 01 010 203	000 000 260	Elem Other Employee Ins			\$141.75	
			E 01 011 203	000 000 260	Oak Crest Other Employee Ins			\$142.90	
			E 01 030 211	000 000 260	Jr High Gen Ed Other Employee Ins			\$23.70	
			E 01 020 211	000 000 260	HS General Flex			\$202.05	
			E 04 005 505	000 321 260	CE Flex Fees			\$15.80	
PO#:	Voucher #:	67076	Invoice	Invoice No:	APRIL 2019	4/24/2019		Paid Amt:	\$526.20
								Check Amount:	\$526.20
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01 030 810	000 000 440	Jr Hi Oper & Maint Fuel-Gas			\$1,557.18	
PO#:	Voucher #:	67131	Invoice	Invoice No:	6024226-0	5/6/2019		Paid Amt:	\$1,557.18
			E 01 020 810	000 000 440	Fuel-Gas			\$226.21	
PO#:	Voucher #:	67132	Invoice	Invoice No:	6124633-6	5/6/2019		Paid Amt:	\$226.21
			E 01 011 810	000 000 440	Oak Crest Gas			\$135.98	
PO#:	Voucher #:	67133	Invoice	Invoice No:	7216495-7	5/6/2019		Paid Amt:	\$135.98
			E 01 010 810	000 000 440	Elem Oper & Maint Fuel-Gas			\$94.89	
PO#:	Voucher #:	67134	Invoice	Invoice No:	6024140-3	5/6/2019		Paid Amt:	\$94.89
								Check Amount:	\$2,014.26
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01 010 810	000 000 440	Elem Oper & Maint Fuel-Gas			\$4,085.81	
PO#:	Voucher #:	67135	Invoice	Invoice No:	6024145-2	5/7/2019		Paid Amt:	\$4,085.81
			E 01 020 810	000 000 440	Fuel-Gas			\$4,010.46	
PO#:	Voucher #:	67136	Invoice	Invoice No:	6024135-3	5/7/2019		Paid Amt:	\$4,010.46
			E 01 011 810	000 000 440	Oak Crest Gas			\$2,685.22	
PO#:	Voucher #:	67137	Invoice	Invoice No:	7216089-8	5/7/2019		Paid Amt:	\$2,685.22
								Check Amount:	\$10,781.49
								Report Total:	\$347,133.90

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63033	1123		BELLE PLAINE ED ASSOC		Check		
				B 01 215 030	MEA DUES			\$4,928.31	
PO#:		Voucher #:	66773	Invoice	Invoice No: S2019200	4/19/2019	Paid Amt:	\$4,928.31	
							Check Amount:	\$4,928.31	
0716	SBC	63034	1134		BELLE PLAINE SCHOOL		Check		
				B 01 215 027	MED EXP-CAF			\$319.17	
				B 01 215 029	DAY CARE-CAF			\$3,961.92	
PO#:		Voucher #:	66774	Invoice	Invoice No: S2019200	4/19/2019	Paid Amt:	\$4,281.09	
							Check Amount:	\$4,281.09	
0716	SBC	63035	6482		Belle Plaine Schools Health Ins Acct		Check		
				B 01 215 019	HEALTH INS. FLEXED EMPL DED			\$32,314.63	
				B 01 215 032	HEALTH BD SHARE			\$968.80	
				B 01 215 018	Retirees			\$7,048.38	
				B 01 215 032	M Maris March balances by ye			\$1,675.09	
PO#:		Voucher #:	66776	Invoice	Invoice No: S2019200	4/19/2019	Paid Amt:	\$42,006.90	
							Check Amount:	\$42,006.90	
0716	SBC	63036	1178		BPESPA		Check		
				B 01 215 080	MESP/NEA DUES NON CE			\$1,002.47	
PO#:		Voucher #:	66775	Invoice	Invoice No: S2019200	4/19/2019	Paid Amt:	\$1,002.47	
							Check Amount:	\$1,002.47	
0716	SBC	63101	7644		CERAMIC SHOP		Check		
				E 01 020 211 000 000 430	GLAZE			\$334.60	
PO#:		Voucher #:	66856	Invoice	Invoice No: 163458	4/23/2019	Paid Amt:	\$334.60	
							Check Amount:	\$334.60	
0716	SBC	63102	4145		MEDICAREBLUE RX		Check		
				B 01 215 018	RETIREE INS			\$367.00	
PO#:		Voucher #:	66853	Invoice	Invoice No: 190960266858	4/23/2019	Paid Amt:	\$367.00	
							Check Amount:	\$367.00	
0716	SBC	63103	6111		RAM MUTUAL INSURANCE COMPANY		Check		
				E 01 005 930 000 000 270	Workers Compensation			\$2,648.15	
PO#:		Voucher #:	66857	Invoice	Invoice No: 162728	4/23/2019	Paid Amt:	\$2,648.15	
							Check Amount:	\$2,648.15	
0716	SBC	63104	2651		SECTION 2A/MSHSL		Check		
				E 01 020 291 040 000 369	VISUALART - ENTRIES			\$180.00	
PO#:	18021	Voucher #:	66855	Invoice	Invoice No: 04232019	4/23/2019	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63105	5598		STEVEN RUSSELL		Check		
				E 01	011 203 111 000 401	Steve Russell, D.A.R.E. Lyceum Program		\$650.00	
	PO#: 18007	Voucher #:	66854	Invoice	Invoice No: 05082019	4/23/2019		Paid Amt:	\$650.00
								Check Amount:	\$650.00
0716	SBC	63106	4677		HAMLIN UNIVERSITY		Check		
				E 01	020 292 027 000 369	HAMLIN ELITE MEET - 3		\$60.00	
	PO#: 18040	Voucher #:	66862	Invoice	Invoice No: 40252019	4/25/2019		Paid Amt:	\$60.00
								Check Amount:	\$60.00
0716	SBC	63107	1126		BELLE PLAINE HS ACT FND		Check		
				E 04	005 505 000 321 305	Payment to SB from camp 3/19		\$436.70	
	PO#: 18071	Voucher #:	66915	Invoice	Invoice No: 03262019	5/2/2019		Paid Amt:	\$436.70
								Check Amount:	\$436.70
0716	SBC	63108	6766		CENTRAL SOFTBALL BOOSTERS		Check		
				E 01	020 296 029 000 369	8TH GR SSOFTBALL TOURNEY 5/4/19		\$100.00	
	PO#: 18050	Voucher #:	66884	Invoice	Invoice No: 05042019	5/2/2019		Paid Amt:	\$100.00
								Check Amount:	\$100.00
0716	SBC	63109	7572		CHRISTOPHER LAGERGREN		Check		
				E 01	020 292 027 000 305	TRACK MEET		\$100.00	
	PO#:	Voucher #:	66953	Invoice	Invoice No: 04092019	5/2/2019		Paid Amt:	\$100.00
								Check Amount:	\$100.00
0716	SBC	63110	3809		CRAIG JOHNSON		Check		
				E 01	020 296 029 000 305	SB VS SIBLEY EAST		\$85.00	
	PO#:	Voucher #:	66872	Invoice	Invoice No: 04252019	5/2/2019		Paid Amt:	\$85.00
								Check Amount:	\$85.00
0716	SBC	63111	2631		DAVE SMISEK		Check		
				E 01	020 296 029 000 305	SB VS NYA		\$85.00	
	PO#:	Voucher #:	66875	Invoice	Invoice No: 04182019	5/2/2019		Paid Amt:	\$85.00
								Check Amount:	\$85.00
0716	SBC	63112	6485		JASON PALO		Check		
				E 01	020 294 024 000 305	BB VS NYA		\$85.00	
	PO#:	Voucher #:	66876	Invoice	Invoice No: 04182019	5/2/2019		Paid Amt:	\$85.00
								Check Amount:	\$85.00
0716	SBC	63113	1639		JERRY KORBA		Check		
				E 01	020 296 029 000 305	SB VS NYA		\$85.00	
	PO#:	Voucher #:	66879	Invoice	Invoice No: 04182019	5/2/2019		Paid Amt:	\$85.00
								Check Amount:	\$85.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63114	6455		JOHN MASBERG		Check		
				E 01	020 294 024 000 305	BB VS SIBLEY EAST		\$85.00	
PO#:	Voucher #:	66874	Invoice	Invoice No:	04252019	5/2/2019	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	
0716	SBC	63115	3429		JOSH PAGGEN		Check		
				E 01	020 294 024 000 305	BB VS NYA		\$85.00	
PO#:	Voucher #:	66877	Invoice	Invoice No:	04182019	5/2/2019	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	
0716	SBC	63117	6741		MARK EGGERS		Check		
				E 01	020 294 024 000 305	BB VS SIBLEY EAST		\$85.00	
PO#:	Voucher #:	66881	Invoice	Invoice No:	04252019	5/2/2019	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	
0716	SBC	63118	2623		MARK LAGERGREN		Check		
				E 01	020 292 027 000 305	TRACK MEET		\$100.00	
PO#:	Voucher #:	66952	Invoice	Invoice No:	04092019	5/2/2019	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0716	SBC	63119	4392		MICHAEL PAGGEN		Check		
				E 01	020 294 024 000 305	BB VS NYA		\$85.00	
PO#:	Voucher #:	66878	Invoice	Invoice No:	04182019	5/2/2019	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	
0716	SBC	63120	2430		MRC		Check		
				E 01	020 292 034 000 369	MRC Golf Championships		\$140.00	
PO#: 18051	Voucher #:	66882	Invoice	Invoice No:	04262019	5/2/2019	Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
0716	SBC	63121	4149		NEW PRAGUE HS ATHLETIC OFFICE		Check		
				E 01	020 292 034 000 369	4/26 Meet NP Invite - Boys Golf		\$100.00	
PO#: 18044	Voucher #:	66870	Invoice	Invoice No:	04262019	5/2/2019	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0716	SBC	63122	2083		SCOTT COUNTY		Check		
				E 01	005 850 000 302 896	PROPEERTY TAX		\$3,015.00	
PO#:	Voucher #:	66911	Invoice	Invoice No:	905846	5/2/2019	Paid Amt:	\$3,015.00	
				E 01	005 850 000 302 896	PROPERTY TAX		\$1,960.00	
PO#:	Voucher #:	66912	Invoice	Invoice No:	864176	5/2/2019	Paid Amt:	\$1,960.00	
				E 01	005 850 000 302 896	PROPERTY TAX		\$1,960.00	
PO#:	Voucher #:	66913	Invoice	Invoice No:	864898	5/2/2019	Paid Amt:	\$1,960.00	
							Check Amount:	\$6,935.00	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63123	2188		TAHER INC		Check
				E 02	005 770 000 701 305	OPERATING EXPENSES - MARCH 2019	\$54,917.35
PO#:	Voucher #:	66885	Invoice	Invoice No:	0054727-IN	5/2/2019	Paid Amt: \$54,917.35
							Check Amount: \$54,917.35
0716	SBC	63124	5801		TRI-CITY UNITED PUBLIC SCHOOL		Check
				E 01	020 294 024 000 369	7TH GRADE MRC BASEBALL TOURNEY	\$100.00
PO#: 18049	Voucher #:	66883	Invoice	Invoice No:	05112019	5/2/2019	Paid Amt: \$100.00
							Check Amount: \$100.00
0716	SBC	63125	3389		WILLIAM BARDAL		Check
				E 01	020 296 029 000 305	SB VS SIBLEY EAST	\$85.00
PO#:	Voucher #:	66871	Invoice	Invoice No:	04252019	5/2/2019	Paid Amt: \$85.00
							Check Amount: \$85.00
0716	SBC	63126	1123		BELLE PLAINE ED ASSOC		Check
				B 01	215 030	MEA DUES	\$4,928.31
PO#:	Voucher #:	66928	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt: \$4,928.31
							Check Amount: \$4,928.31
0716	SBC	63127	1134		BELLE PLAINE SCHOOL		Check
				B 01	215 027	MED EXP-CAF	\$319.17
				B 01	215 029	DAY CARE-CAF	\$3,961.92
PO#:	Voucher #:	66929	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt: \$4,281.09
							Check Amount: \$4,281.09
0716	SBC	63128	6451		Belle Plaine Schools Dental Ins Account		Check
				B 01	215 025	DENTAL INSURANCE	\$5,565.70
				B 01	215 031	DENTAL BD SHARE	\$6,060.83
				B 01	215 017	retirees	\$1,226.13
PO#:	Voucher #:	66933	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt: \$12,852.66
							Check Amount: \$12,852.66
0716	SBC	63129	6482		Belle Plaine Schools Health Ins Acct		Check
				B 01	215 019	HEALTH INS. FLEXED EMPL DED	\$34,507.47
				B 01	215 032	HEALTH BD SHARE	\$97,369.92
PO#:	Voucher #:	66934	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt: \$131,877.39
							Check Amount: \$131,877.39
0716	SBC	63130	1178		BPESPA		Check
				B 01	215 080	MESP/NEA DUES NON CE	\$988.01
PO#:	Voucher #:	66930	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt: \$988.01
							Check Amount: \$988.01
0716	SBC	63131	7052		FIDELITY SECURITY LIFE INS EYE MED		Check
				B 01	215 037	EYEMED-EMPLOYEE W/H	\$576.44

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63131	7052		FIDELITY SECURITY LIFE INS EYE MED		Check		
				B 01	215 037 retiree L Green			\$4.17	
PO#:	Voucher #:	66935	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$580.61	
							Check Amount:	\$580.61	
0716	SBC	63132	6122		NATIONAL INSURANCE SERVICE of WI		Check		
				B 01	215 016 Life Ret/Cobra Ins			\$23.60	
				B 01	215 021 SUPPLEMENTAL LIFE			\$367.50	
				B 01	215 022 LONG TERM DISABILITY			\$1,166.60	
				B 01	215 023 LIFE INSURANCE			\$1,303.40	
				B 01	215 016 retiree life ins			\$17.70	
				B 01	215 016 retiree supp life DaveKruschke			\$7.50	
PO#:	Voucher #:	66932	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$2,886.30	
							Check Amount:	\$2,886.30	
0716	SBC	63133	1836		NCPERS MINNESOTA		Check		
				B 01	215 024 PERA LIFE			\$32.00	
PO#:	Voucher #:	66931	Invoice	Invoice No:	S2019210	5/3/2019	Paid Amt:	\$32.00	
							Check Amount:	\$32.00	
0716	SBC	63134	4245		ANDREW BAEHR		Check		
				E 01	020 296 029 000 305 SB VS SW CHRISTIAN			\$160.00	
PO#:	Voucher #:	67059	Invoice	Invoice No:	05022019	5/9/2019	Paid Amt:	\$160.00	
							Check Amount:	\$160.00	
0716	SBC	63135	1126		BELLE PLAINE HS ACT FND		Check		
				E 01	020 292 025 000 401 JH STDT COUNCIL - ANNE FRANCK FEES (C			\$675.00	
PO#:	Voucher #:	67085	Invoice	Invoice No:	03312019	5/9/2019	Paid Amt:	\$675.00	
							Check Amount:	\$675.00	
0716	SBC	63136	7525		GIANTS SOFTBALL		Check		
				E 01	020 296 029 000 369 B SQUAD SOFTBALL TOURNEY 5/19			\$100.00	
PO#: 18117	Voucher #:	67077	Invoice	Invoice No:	05092019	5/9/2019	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0716	SBC	63137	1660		JORDAN HIGH SCHOOL		Check		
				E 01	020 292 027 000 369 Track Invite 5/6/19			\$75.00	
PO#: 18095	Voucher #:	67061	Invoice	Invoice No:	05062019	5/9/2019	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
0716	SBC	63138	3429		JOSH PAGGEN		Check		
				E 01	020 294 024 000 305 BB VS SW CHRISTIAN			\$160.00	
PO#:	Voucher #:	67056	Invoice	Invoice No:	05022019	5/9/2019	Paid Amt:	\$160.00	
							Check Amount:	\$160.00	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63139	7035		KEITH HERD		Check		
				E 01	020 294 024 000 305	BB VS SIBLEY EAST		\$85.00	
PO#:	Voucher #:	66873	Invoice	Invoice No:	04252019	5/9/2019	Paid Amt:	\$85.00	
				E 01	020 294 024 000 305	BB VS SIBLEY EAST		\$75.00	
PO#:	Voucher #:	66880	Invoice	Invoice No:	04252019	5/9/2019	Paid Amt:	\$75.00	
							Check Amount:	\$160.00	
0716	SBC	63140	4082		KELLY POWELL		Check		
				E 01	020 292 027 000 305	TRACK		\$100.00	
PO#:	Voucher #:	67057	Invoice	Invoice No:	04052019	5/9/2019	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0716	SBC	63141	4119		KRIS DAVIS		Check		
				E 01	005 110 000 000 366	MILEAGE - K DAVIS		\$50.34	
PO#:	Voucher #:	67084	Invoice	Invoice No:	04262019	5/9/2019	Paid Amt:	\$50.34	
							Check Amount:	\$50.34	
0716	SBC	63142	4068		MARK KOTEK		Check		
				E 01	020 294 024 000 305	BB VS TCU		\$85.00	
PO#:	Voucher #:	67058	Invoice	Invoice No:	05062019	5/9/2019	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	
0716	SBC	63143	4392		MICHAEL PAGGEN		Check		
				E 01	020 294 024 000 305	BB VS SW CHRISTIAN		\$160.00	
PO#:	Voucher #:	67055	Invoice	Invoice No:	05022019	5/9/2019	Paid Amt:	\$160.00	
							Check Amount:	\$160.00	
0716	SBC	63144	7293		THEODORE BAEHR		Check		
				E 01	020 296 029 000 305	SB VS SW CHRISTIAN		\$160.00	
PO#:	Voucher #:	67054	Invoice	Invoice No:	05022019	5/9/2019	Paid Amt:	\$160.00	
							Check Amount:	\$160.00	
0716	SBC	63145	5801		TRI-CITY UNITED PUBLIC SCHOOL		Check		
				E 01	020 292 034 000 369	GOLF - TITAN INVITE 5/9/19		\$150.00	
PO#: 18110	Voucher #:	67060	Invoice	Invoice No:	05092019	5/9/2019	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0716	SBC	63146	2329		BLUE CROSS BLUE SHIELD of MN		Check		
				B 01	215 018	RETIREE INS		\$386.00	
PO#:	Voucher #:	67095	Invoice	Invoice No:	1003120890000	5/15/2019	Paid Amt:	\$386.00	
							Check Amount:	\$386.00	
0716	SBC	63147	7753		BRETT KLABUNDE		Check		
				E 01	020 294 024 000 305	BB VS TCU		\$85.00	
PO#:	Voucher #:	67114	Invoice	Invoice No:	05062019	5/15/2019	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63148	6039		DOUGLAS ZIMANSKE		Check
				E 01	020 294 024 000 305 BB VS JORDAN		\$85.00
	PO#:	Voucher #:	67115	Invoice	Invoice No: 05132019	5/15/2019	Paid Amt: \$85.00
							Check Amount: \$85.00
0716	SBC	63149	7036		GEOFFREY IVERSON		Check
				E 01	020 294 024 000 305 BB VS LSH		\$85.00
	PO#:	Voucher #:	67096	Invoice	Invoice No: 05072019	5/15/2019	Paid Amt: \$85.00
				E 01	020 294 024 000 305 BB VS JORDAN		\$85.00
	PO#:	Voucher #:	67117	Invoice	Invoice No: 05132019	5/15/2019	Paid Amt: \$85.00
							Check Amount: \$170.00
0716	SBC	63150	7564		GREGG WILLIAMS		Check
				E 01	020 296 029 000 305 SB VS JORDAN		\$85.00
	PO#:	Voucher #:	67119	Invoice	Invoice No: 05132019	5/15/2019	Paid Amt: \$85.00
							Check Amount: \$85.00
0716	SBC	63151	2892		HOWARD LAKE-WAVERLY SCHOOL		Check
				E 01	020 292 027 000 369 JH TRUE TEAM TRACK MEET		\$100.00
	PO#: 18126	Voucher #:	67094	Invoice	Invoice No: 05092019	5/15/2019	Paid Amt: \$100.00
							Check Amount: \$100.00
0716	SBC	63152	6403		JEFF BJERKE		Check
				E 01	020 294 024 000 305 BB VS LSH		\$85.00
	PO#:	Voucher #:	67092	Invoice	Invoice No: 05072019	5/15/2019	Paid Amt: \$85.00
							Check Amount: \$85.00
0716	SBC	63153	6455		JOHN MASBERG		Check
				E 01	020 294 024 000 305 BB VS LSH		\$85.00
	PO#:	Voucher #:	67093	Invoice	Invoice No: 05072019	5/15/2019	Paid Amt: \$85.00
				E 01	020 294 024 000 305 BB VS JORDAN		\$85.00
	PO#:	Voucher #:	67116	Invoice	Invoice No: 05132019	5/15/2019	Paid Amt: \$85.00
							Check Amount: \$170.00
0716	SBC	63154	1759		MANKATO EAST HIGH SCHOOL		Check
				E 01	020 292 027 000 369 COUGAR RELAYS 5/2/19		\$150.00
	PO#: 18056	Voucher #:	67130	Invoice	Invoice No: 05022019	5/15/2019	Paid Amt: \$150.00
							Check Amount: \$150.00
0716	SBC	63155	7040		PRAIRIE RIDGE GOLF COURSE		Check
				E 01	020 292 034 000 369 5/17 JWP GOLF TOURNAMENT		\$50.00
	PO#: 18150	Voucher #:	67120	Invoice	Invoice No: 05172019	5/15/2019	Paid Amt: \$50.00
							Check Amount: \$50.00

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63156	1992		PRAIRIE TRUCKING INC		Check
				E 01	005 760 000 720 361	SPED TRANSPORTATION	\$48,987.28
		PO#:	Voucher #:	67121	Invoice	Invoice No: APRIL 2019	5/15/2019
							Paid Amt: \$48,987.28
							Check Amount: \$48,987.28
0716	SBC	63157	7294		RYAN GRAMS		Check
				E 01	020 294 024 000 305	BB VS JORDAN	\$85.00
		PO#:	Voucher #:	67118	Invoice	Invoice No: 05132019	5/15/2019
							Paid Amt: \$85.00
							Check Amount: \$85.00
0716	SBC	63158	2164		STIER TRANSPORTATION SERVICES		Check
				E 01	005 760 000 720 361	REG ED TRANSPORTATION	\$79,285.82
		PO#:	Voucher #:	67122	Invoice	Invoice No: APRIL 2019	5/15/2019
							Paid Amt: \$79,285.82
							Check Amount: \$79,285.82
							Report Total: \$410,338.38

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	CSBA	2111	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 922 000 401	CONCESSIONS - MARCH PCARD		\$2,084.50	
				E 20	200 298 913 000 401	BASEBALL - SUN COUNTRY		\$767.19	
				E 20	200 298 945 000 401	TRACK - COBORNS		\$33.24	
PO#:		Voucher #:	66686	Invoice	Invoice No: 04052019		4/5/2019	Paid Amt:	\$2,884.93
				E 20	200 298 921 000 401	CHOIR - OPUSEVENT		\$100.00	
PO#:		Voucher #:	66687	Invoice	Invoice No: 04052019		4/5/2019	Paid Amt:	\$100.00
								Check Amount:	\$2,984.93
0716	CSBA	2112	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 945 000 401	REIMBURSE JH TRACK T-SHIRTS		\$389.14	
PO#: 17909		Voucher #:	66732	Invoice	Invoice No: 1317286		4/10/2019	Paid Amt:	\$389.14
				E 20	200 298 937 000 401	REIMBURSE FOR BAND POLO		\$68.36	
PO#: 17848		Voucher #:	66733	Invoice	Invoice No: 904901885		4/10/2019	Paid Amt:	\$68.36
				E 20	200 298 913 000 401	REIMBURSE BB HATS		\$845.75	
PO#: 17957		Voucher #:	66734	Invoice	Invoice No: 633965-211		4/10/2019	Paid Amt:	\$845.75
								Check Amount:	\$1,303.25
0716	CSBA	2113	4882		MN FFA ASSOCIATION		Check		
				E 20	200 298 926 000 401	Dues-MN FFA		\$88.00	
PO#: 17902		Voucher #:	66731	Invoice	Invoice No: 04092019		4/10/2019	Paid Amt:	\$88.00
								Check Amount:	\$88.00
0716	CSBA	2114	7164		REGION VII FFA		Check		
				E 20	200 298 926 000 401	Region FFA Dues		\$28.00	
PO#: 17903		Voucher #:	66730	Invoice	Invoice No: 1000		4/10/2019	Paid Amt:	\$28.00
								Check Amount:	\$28.00
0716	CSBA	2115	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 929 000 401	REIMBURSE FOR GOLF SHIRTS		\$66.31	
PO#: 17820		Voucher #:	66765	Invoice	Invoice No: 904989407		4/18/2019	Paid Amt:	\$66.31
				E 20	200 298 933 000 401	REIMBURSE BP DRAMA T-SHIRTS		\$1,240.36	
PO#: 17860		Voucher #:	66827	Invoice	Invoice No: 904952354		4/18/2019	Paid Amt:	\$1,240.36
								Check Amount:	\$1,306.67
0716	CSBA	2116	5187		MOA ENTERTAINMENT CO. LLC		Check		
				E 20	200 298 918 000 401	PROM RENTAL INV#12184		\$8,710.00	
PO#: 17997		Voucher #:	66826	Invoice	Invoice No: I2184		4/18/2019	Paid Amt:	\$8,710.00
								Check Amount:	\$8,710.00
0716	CSBA	2117	7743		THIS LITTLE PIGGY CATERING		Check		
				E 20	200 298 918 000 401	Prom meal balance		\$4,071.58	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	CSBA	2117	7743		THIS LITTLE PIGGY CATERING		Check		
				E 20	200 298 918 000 401	Tip		\$850.00	
		PO#: 17996	Voucher #:	66825	Invoice	Invoice No: 05042019	4/18/2019	Paid Amt:	\$4,921.58
								Check Amount:	\$4,921.58
0716	CSBA	2118	5333		CARIBOU GUN CLUB		Check		
				E 20	200 298 911 000 401	Trap Rounds		\$4,000.00	
		PO#: 18013	Voucher #:	66858	Invoice	Invoice No: 04032019	4/23/2019	Paid Amt:	\$4,000.00
								Check Amount:	\$4,000.00
0716	CSBA	2119	7644		CERAMIC SHOP		Check		
				E 20	200 298 912 000 401	GLAZE		\$258.33	
		PO#:	Voucher #:	66861	Invoice	Invoice No: 163458	4/23/2019	Paid Amt:	\$258.33
								Check Amount:	\$258.33
0716	CSBA	2120	1528		GROTH MUSIC		Check		
				E 20	200 298 937 000 401	POPS MUSIC - A L WEBBER		\$72.00	
		PO#:	Voucher #:	66859	Invoice	Invoice No: 2884256	4/23/2019	Paid Amt:	\$72.00
								Check Amount:	\$72.00
0716	CSBA	2121	5258		INSTRUMENTALIST AWARDS LLC		Check		
				E 20	200 298 937 000 401	Sousa/Conductors Combination		\$70.00	
				E 20	200 298 937 000 401	Choral Combinatoin		\$61.00	
				E 20	200 298 937 000 401	Jazz Combination		\$61.00	
				E 20	200 298 937 000 401	Freight		\$16.00	
		PO#: 18015	Voucher #:	66860	Invoice	Invoice No: 1901	4/23/2019	Paid Amt:	\$208.00
								Check Amount:	\$208.00
0716	CSBA	2122	7615		A'BRITIN CATERING		Check		
				E 20	200 298 918 000 401	BALANCE DUE FOR PROM RENTAL 5/4/19		\$1,495.00	
		PO#: 18030	Voucher #:	66863	Invoice	Invoice No: INV-5210	4/30/2019	Paid Amt:	\$1,495.00
								Check Amount:	\$1,495.00
0716	CSBA	2123	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 938 000 401	CARDS - SOAR PROGRAM		\$44.00	
		PO#: 18036	Voucher #:	66865	Invoice	Invoice No: 04232019	4/30/2019	Paid Amt:	\$44.00
				E 20	200 298 920 000 401	REIMBURSE SENIOR T-SHIRTS		\$365.73	
		PO#: 17954	Voucher #:	66867	Invoice	Invoice No: 905108527	4/30/2019	Paid Amt:	\$365.73
				E 20	200 298 945 000 401	REIMBURSE FOR T-SHIRTS		\$929.00	
		PO#: 17870	Voucher #:	66869	Invoice	Invoice No: 41340	4/30/2019	Paid Amt:	\$929.00
								Check Amount:	\$1,338.73
0716	CSBA	2124	2590		FAME AWARDS		Check		
				E 20	200 298 939 000 401	SPEECH AWARD PINS		\$13.00	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	CSBA	2124	2590		FAME AWARDS		Check
				E 20	200 298 939 000 401 FREIGHT		\$7.00
	PO#: 17986	Voucher #:	66868	Invoice	Invoice No: 20190514	4/30/2019	Paid Amt: \$20.00
							Check Amount: \$20.00
0716	CSBA	2125	7745		JUSTIN COATES		Check
				E 20	200 298 918 000 401 DJ PROM 4 HOURS		\$400.00
				E 20	200 298 918 000 401 DJ TIP		\$75.00
	PO#: 18034	Voucher #:	66864	Invoice	Invoice No: 05042019	4/30/2019	Paid Amt: \$475.00
							Check Amount: \$475.00
0716	CSBA	2126	7522		POP UP PARTY RENTAL		Check
				E 20	030 298 946 000 401 INFLATEABLE 4/12 - INV#5099669		\$462.49
	PO#: 18028	Voucher #:	66866	Invoice	Invoice No: 5099669	4/30/2019	Paid Amt: \$462.49
							Check Amount: \$462.49
							Report Total: \$27,671.98

April 2019 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle Plaine Act	4/3/2019	4/27/2019	Athletic.Net	95.00	MRC/SUBSECT TRACK SOFTWARE SUBSCRIPTION
Belle Plaine Act	4/4/2019	4/27/2019	Usa High School Clay T	1,505.00	TRAP - Team Registration
Belle Plaine Act	4/9/2019	4/27/2019	Hyt*hy-Tek 2154041	733.00	TRACK - Update to Timing Software
Belle Plaine Act	4/10/2019	4/27/2019	Party City 1155	96.85	JH STD CNCL - Activity Night Decorations
Belle Plaine Act	4/12/2019	4/27/2019	Domino S 7300	150.00	JH STD CNCL - Pizza
Belle Plaine Act	4/17/2019	4/27/2019	Sams Club #6311	146.11	SPEECH - Awards Meal
Belle Plaine Act	4/17/2019	4/27/2019	Customink Llc	1,423.75	DRAMA - JH Play Tshirts
Belle Plaine Act	4/18/2019	4/27/2019	Customink Llc	(345.05)	DRAMA - Refund for Error
Belle Plaine Act	4/18/2019	4/27/2019	Coborn S Superstore	31.45	TRACK - Ice Cream
Belle Plaine Act	4/22/2019	4/27/2019	Int*in *driven Coffee	1,653.00	DRAMA - Coffee Fundraiser
Belle Plaine Act	4/26/2019	4/27/2019	Canva* 02305-8532115	23.00	TIGERIAN - Thank You Cards
Belle Plaine Comm Ed	4/23/2019	4/27/2019	Genesis - Belle Plaine	99.27	Drivers Ed Fuel
Belle Plaine High School	4/2/2019	4/27/2019	Bureau Of Education An	(259.00)	SD 19.43 C YOUNG - Cancelled Registration (101 Strategies for Strengthening your PE Progr
Belle Plaine High School	4/26/2019	4/27/2019	Inn On Lake Superior	268.72	SD19.35 C Immerman - Lodging
Belle Plaine Sd	4/2/2019	4/27/2019	Hmco *books	714.16	Woodcock-Johnson Forms
Belle Plaine Sd	4/4/2019	4/27/2019	Coborn S Superstore	61.71	SOAR Groceries
Belle Plaine Sd	4/5/2019	4/27/2019	Gopher Sport	111.09	Bowling Ramp
Belle Plaine Sd	4/10/2019	4/27/2019	Mn Assn Child Mh	359.00	SD19.54 J Olson - Registration
Belle Plaine Sd	4/10/2019	4/27/2019	Crisis Prevention	989.00	SD19.52 J Olson - Registration
Belle Plaine Sd	4/10/2019	4/27/2019	Expedia 71000096515728	220.80	SD19.54 J Olson - Lodging
Belle Plaine Sd	4/10/2019	4/27/2019	Paypal *switchintim	155.00	Switch Lanes/Hitter
Belle Plaine Sd	4/11/2019	4/27/2019	National Business Inst	1,625.00	SD19.51 E Aust, K Senn, T Jeurissen - Registration
Belle Plaine Sd	4/11/2019	4/27/2019	Paypal *mase	199.00	SD19.58 J Emerson - Registration
Belle Plaine Sd	4/12/2019	4/27/2019	Maddens On Gull Lake	547.32	SD19.58 J Emerson - Lodging
Belle Plaine Sd	4/15/2019	4/27/2019	Innovative Office Solu	44.59	Stapler, Glue Sticks
Belle Plaine Sd	4/15/2019	4/27/2019	Amzn Mktp Us*mz23z8j81	83.30	SOAR - Cards/Envelopes, Adhesive, Handkerchiefs
Belle Plaine Sd	4/22/2019	4/27/2019	Awl*pearson Education	119.74	TEWL-3 Forms
Belle Plaine Sd	4/22/2019	4/27/2019	Amzn Mktp Us*mz2id51m0	41.46	Mouse and Wrist Rest Pad
Belle Plaine Sd	4/22/2019	4/27/2019	Innovative Office Solu	85.45	Laminating Pouches, Chair Mat
Belle Plaine Sd	4/22/2019	4/27/2019	Otc Brands, Inc.	160.13	SOAR - Crafts
Belle Plaine Sd	4/22/2019	4/27/2019	Estr Publications	46.00	ESTR-III Forms
Belle Plaine Sd	4/25/2019	4/27/2019	Borough Bowl	72.00	SOAR - Bowling
Belle Plaine Sd	4/26/2019	4/27/2019	Awl*pearson Education	60.00	SPED Testing Materials
Belle Plaine Sd	4/26/2019	4/27/2019	Coborn S Superstore	34.24	SOAR- Cooking Skills
Belle Plaine Sd	4/26/2019	4/27/2019	Awl*pearson Education	98.74	SPED- PS Testing Materials
Chatfield Elementary	4/5/2019	4/27/2019	Samsclub #6311	419.40	Oak Crest - MCA Snacks
Chatfield Elementary	4/5/2019	4/27/2019	Ilp*insect Lore	91.92	Kindergarten - Caterpillars
Chatfield Elementary	4/10/2019	4/27/2019	Domino S 7300	50.10	Oak Crest - Candy Sale Reward Pizza
Chatfield Elementary	4/11/2019	4/27/2019	Mscs-Conference Fee	110.00	SD19.56 A Walters - Registration (MSCA Member Conference)
Chatfield Elementary	4/11/2019	4/27/2019	Mscs-Conference Fee	110.00	SD19.55 K KNott - Registration (MSCA Member Conference)
Chatfield Elementary	4/12/2019	4/27/2019	Children S Theatre Com	1,695.00	Oak Crest - Play Tickets
Chatfield Elementary	4/15/2019	4/27/2019	Dollar Tree	6.00	Craft Masters
Chatfield Elementary	4/15/2019	4/27/2019	Michaels Stores 6733	(23.58)	Refund Tax
Chatfield Elementary	4/15/2019	4/27/2019	Michaels Stores 6733	23.58	Charged Tax
Chatfield Elementary	4/15/2019	4/27/2019	Target 00012724	11.98	Craft Masters
Chatfield Elementary	4/15/2019	4/27/2019	Michaels Stores 6733	22.08	Craft Masters
Chatfield Elementary	4/15/2019	4/27/2019	Dollartree	21.00	Craft Masters
Chatfield Elementary	4/15/2019	4/27/2019	Joann Stores #2283	10.19	Craft Masters
Chatfield Elementary	4/17/2019	4/27/2019	Coborn S Superstore	295.97	Oak Crest - Backpack Program
Chatfield Elementary	4/23/2019	4/27/2019	Target 00018333	534.00	Bikes for DARE
Chatfield Elementary	4/26/2019	4/27/2019	Samsclub.Com	186.79	DARE Snacks
Chuck Keller	4/1/2019	4/27/2019	Apl* Itunes.Com/Bill	350.15	Green Screen Apps
Chuck Keller	4/3/2019	4/27/2019	Acme Tools Plymouth	1,659.98	Charge Refunded
Chuck Keller	4/3/2019	4/27/2019	Acme Tools Plymouth	(1,099.99)	Refund
Chuck Keller	4/3/2019	4/27/2019	Acme Tools Plymouth	(559.99)	Refund

April 2019 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Chuck Keller	4/4/2019	4/27/2019	Acme Tools Plymouth	1,749.97	Dewalt Planer, Jet Bandsaw
Chuck Keller	4/9/2019	4/27/2019	Sq *sq *goodhue County	125.00	SPED Finance Bootcamp - C Keller - Registration
Chuck Keller	4/12/2019	4/27/2019	Jacki Brickman, Inc.	350.00	SD19.32 JP Bergs - Registration (ENVoY)
Chuck Keller	4/15/2019	4/27/2019	Sprint *wireless	45.00	Jet Packs
Chuck Keller	4/16/2019	4/27/2019	Pro Panels/ Md Ente	4,626.00	Panel Pack - Dark Grey
Chuck Keller	4/17/2019	4/27/2019	Glf*creeksbendgolfcour	240.00	GOLF - Practice Round Fees
Chuck Keller	4/24/2019	4/27/2019	Fitness Finders Inc	127.14	Chatfield - Lanyards/Charms for PE
Kris Davis	4/2/2019	4/27/2019	Plunketts	242.96	Pest Control
Kris Davis	4/2/2019	4/27/2019	Plunketts	158.06	Pest Control
Kris Davis	4/2/2019	4/27/2019	Plunketts	218.25	Pest Control
Kris Davis	4/2/2019	4/27/2019	Plunketts	189.56	Pest Control
Kris Davis	4/3/2019	4/27/2019	Amzn Mktp Us*mw3ru68l2	105.00	Lapel Microphone
Kris Davis	4/4/2019	4/27/2019	Metro Sales Inc.	582.72	Copier Lease / Maintenance
Kris Davis	4/4/2019	4/27/2019	Amzn Mktp Us*mw72q2q62	79.00	Headphones
Kris Davis	4/4/2019	4/27/2019	Amzn Mktp Us*mw8ot5dk0	167.59	TIGERIAN - Camera Supplies
Kris Davis	4/4/2019	4/27/2019	Amzn Mktp Us*mw5cx6ddb0	26.98	Charging Cord
Kris Davis	4/5/2019	4/27/2019	Usps Po 2607300172	437.85	Postage
Kris Davis	4/5/2019	4/27/2019	Innovative Office Solu	235.60	HS Supplies
Kris Davis	4/5/2019	4/27/2019	Tri County Water Condi	291.50	RO Filters, Membrane
Kris Davis	4/5/2019	4/27/2019	Waste Mgmt Wm Ezipay	96.03	Garbage Service
Kris Davis	4/5/2019	4/27/2019	Waste Mgmt Wm Ezipay	287.45	Garbage Service
Kris Davis	4/5/2019	4/27/2019	Waste Mgmt Wm Ezipay	577.04	Garbage Service
Kris Davis	4/5/2019	4/27/2019	Tri County Water Condi	105.00	RO Filters, Membrane
Kris Davis	4/5/2019	4/27/2019	Waste Mgmt Wm Ezipay	516.61	Garbage Service
Kris Davis	4/5/2019	4/27/2019	Tri County Water Condi	291.50	RO Filters, Membrane
Kris Davis	4/5/2019	4/27/2019	Tri County Water Condi	105.00	RO Filters
Kris Davis	4/9/2019	4/27/2019	Amazon.Com*mw9de3ie0 A	178.99	Office Chair
Kris Davis	4/9/2019	4/27/2019	Amazon.Com*mw6cz5ic0 A	56.97	Caterpillars - EC
Kris Davis	4/10/2019	4/27/2019	Amazon.Com*mw8q04ul2 A	24.12	JH STD CNCL - Duct Tape for Activity Night
Kris Davis	4/12/2019	4/27/2019	Usps Po 2607300172	440.00	Stamps
Kris Davis	4/12/2019	4/27/2019	Innovative Office Solu	41.24	HS - Paper
Kris Davis	4/15/2019	4/27/2019	Amzn Mktp Us*mz1ux4jx1	164.03	Oak Crest - Headphones, Fruit Snacks, Laminating Sheets
Kris Davis	4/17/2019	4/27/2019	Amzn Mktp Us*mz24x4l62	76.74	DRAMA - Polos
Kris Davis	4/17/2019	4/27/2019	Amzn Mktp Us*mz4sf1l52	38.18	Chatfield - Storage Bags
Kris Davis	4/17/2019	4/27/2019	Amzn Mktp Us*mz6g27j60	19.73	DRAMA - Props for JH Play
Kris Davis	4/17/2019	4/27/2019	Metro Sales Inc.	3,585.97	Copier Lease / Maintenance / PAPER CUT
Kris Davis	4/18/2019	4/27/2019	Amzn Mktp Us*mz36r0nq2	95.30	Craft Master Supplies
Kris Davis	4/18/2019	4/27/2019	Amzn Mktp Us*mz2xf2131	57.05	DRAMA - JH Play Supplies
Kris Davis	4/18/2019	4/27/2019	Amzn Mktp Us*mz0vv0al0	146.50	DRAMA - JH Play Supplies
Kris Davis	4/18/2019	4/27/2019	Amzn Mktp Us*mz5et6j70	14.09	DRAMA - JH Play Supplies
Kris Davis	4/22/2019	4/27/2019	Amzn Mktp Us*mz4mz9e80	100.58	Craft Masters Supplies
Kris Davis	4/22/2019	4/27/2019	Innovative Office Solu	159.50	Chatfield Supplies
Kris Davis	4/22/2019	4/27/2019	Amzn Mktp Us*mz7462a30	23.47	DRAMA - JH Play Supplies
Kris Davis	4/23/2019	4/27/2019	Genesis - Belle Plaine	413.46	Paint, Salt, Misc Supplies
Kris Davis	4/24/2019	4/27/2019	Amzn Mktp Us*mz72i3821	23.94	CLASS 2020 - Prom Decorations
Kris Davis	4/26/2019	4/27/2019	Vzwrlls*apocc Visb	1,714.64	Cell Phone Usage
Kris Davis	4/26/2019	4/27/2019	Amzn Mktp Us*mz1vk18a0	49.96	Audio Cables, HDMI Cables

Total	34,764.68
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PERSONNEL CONSENSUS ITEMS:

(New Hires, Resignations, Retirements, Terminations, Leave Requests, Assignment Changes)

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Alicia Goodloe	Resignation	1.0 FTE Elementary Teacher Chatfield Elementary	BPEA	May 31, 2019
Annette Moylan	Resignation	1.0 FTE Media Specialist Belle Plaine High School	BPESP	May 30, 2019
Marty Williams	Resignation	1.0 FTE Custodian Chatfield Elementary	BPESP	June 11, 2019
Carol Hannon-Orr	Retirement	1.0 FTE Teacher Belle Plaine High School	BPEA	May 31, 2019

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Jenae Stoterau	Approve	1.0 FTE Special Education Teacher Oak Crest Elementary	BPEA	April 22, 2019 - May 31, 2019
Megan Doebbeling	Approve	1.0 Elementary Teacher Chatfield Elementary	BPEA	August 19, 2019 - November 26, 2019

HIRES/REHIRES/CONTRACT RENEWALS

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Marcy Boblitt	Long Term Substitute Oak Crest Elementary	\$199.02/day	Long Term Substitute		April 29, 2019 - May 31, 2019

John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director



Chuck Keller
Business Manager
Jessica Emerson
Student Support Services Director
Mindy Chevalier
Community Ed Director

DATE OF BOARD MEETING: May 20, 2019
 SUBJECT: Gifts and Donations
 RECOMMENDATION: Approve

Therefore, the Director of Finance and Operations recommends the following resolution:

WHEREAS, School Board Policy #706 establishes guidelines for the acceptance of gifts/donations to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and

BE IT RESOLVED that the School Board of Independent School District No. 716 accept with appreciation the following gifts/donation and permit their use as designated by the donor(s).

DETAIL OF GIFTS/DONATIONS:

Date	Donor	Item and Nature of Donation/Gift	Amount
4.12.2019	Theresa Kuhlmann	General Support	48.00
4.16.2019	Ag Partners	Chatfield – Field Day T-shirts (Phy Ed)	400.00
4.29.2019	Belle Plaine PTO	Chatfield – Kindergarten Caterpillars	91.92
4.29.2019	Belle Plaine PTO	Chatfield – Kindergarten Construction Paper	234.25
4.29.2019	Belle Plaine PTO	Chatfield – Kindergarten Field Trip	435.00
4.29.2019	Belle Plaine PTO	Chatfield – 2 nd Grade Science Museum Presentation	375.00
4.29.2019	Belle Plaine PTO	Chatfield – Begindergarten	100.00

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
Liann Hanson, Ph.D.
Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Jessica Emerson
Student Support Services Director
John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

May 2019 Board Report

Student Support Services Update
Jessica Emerson

Appreciation

- Thank you to Rachel Benson and Jack Schuneman for presenting at the SEAC meeting on SOAR and work experience. Great information was shared with families.
- Thank you to Margot Hanson, Marc Marispini and JP Bergs for your work on and coordination on the technical end of the ParaPro Assessment.

Acceleration

- Held the last SEAC meeting of the school year on May 6th. As mentioned above Rachel and Jack presented on SOAR and work experience opportunities for students. We also used Google Meetings for this session. This may be a method to reduce barriers if people are interested in attending but can not physically make it to the meeting.
- Continued to attend Child Study, PLC meetings, related services and IEP meetings with special education staff.
- Attended evaluation and IEP meetings of students attending Southwest Metro Programs.
- Working on establishing Extended School Year plans.
- Continued planning for the 2019-2020 school year.
- Attended MASE Finance Boot camp

Anticipation

- Continued work on Extended School Year planning
- Working on establishing an American Indian Parent Advisory Committee
- Working with Jordan to establish an EL consortium. Information will come in June.
- Attending MASE Best Practice. Looking forward to information to share with staff and bring back to the district.

**Community Education
City Council Report
Mindy Chevalier
May 2019**

Youth Rec/Youth Enrichment/Drivers Training

- **Grandparent and Me Painting Class June 11th - Union Square Park - ages 5-12**
- **T-ball, Squirts registration is open!**
- **Girls Basketball and Volleyball camps start the first week in June for our young participants.**
- **We are working with Ridgeview to provide a strength and conditioning program for our 7th-12th grade athletes this summer, 5-days a week. This a great partnership opportunity for us!**
- **Tween Paint Party - June 18th - 1:00-3:00pm - Canvas painting!**

Preschool/Kids Co/ECFE

- **As the school year winds down for Preschool and ECFE, the fall programming conversations begin! Plans are already in the works for a fun filled 2019-20 school year!**
- **Kids Company and Wrap-around are preparing for the summer fun as well! There are activities and trips to plan for to make it a great summer. Everyone is excited for the grand opening of the pool in July!**

Adult Rec/Enrichment

- **BPXC Strength and Conditioning: June 3-July 31st - 7:00-8:00pm**
- **Pickleball at the Belle Plaine Tennis Courts starts May 6th - June 24 on Monday's. 6:30-8:00pm!**
 - **Pickleball Tournament on Saturday, May 18th - Fundraiser for the BPHS Tennis Team**

Outreach & City Programs & Communication

- **Cricket in the Classrooms! Saby and his team of coaches are coming back to the Physical Education classrooms both at Oak Crest and the High School to wrap up the school year! It is always great to have the students try something new and hopefully generate some interest for the Cricket Academy!**
- **Please join us for Opening Day at TF Cricket Saturday, May 18th.**
 - **8:00 AM "Doors" open - coffee and pastries will be available!**
 - **8:30 AM Ribbon cutting for new home team, Tigers, dugout**
 - **9:00 AM Matches start - First Tigers match!!**
- **Community Conversations Dates Hosted by the Belle Plaine City Council and Staff**
 - **Wednesday, May 15 - Downtown Plaza**
 - **Wednesday, June 5 - Union Square Park**
 - **Wednesday, July 10 - Aquatic Center**

- **Tuesday, August 6th - National Night Out at Heritage Park**
- **Wednesday, September 4th - Food Truck Night at the Downtown Plaza**

Board Report
May 17, 2019
Chatfield Elementary
Kimberly DeWitte

Appreciation:

- Thank you to Delores Johnson for taking on several long term sub positions in our building!. So wonderful to have a consistent person who understand the building and our students.
- Thank you to the Belle Plaine Public Library for welcoming our students and providing information regarding summer reading!
- Thank you to all of the students, staff, and volunteers that helped make our end of the year field trips fun, exciting, and successful.
- Thank you to Katie and Chelsea for organizing a wonderful field day for the kids. The field day this year is May 28th and it is going to be AWESOME!!!
- Thank you to our intervention staff for all the testing they have done this month with our students. The FAST assessments provide consistency throughout the building and help to inform our instruction for the following school year.
- Thank you to the PTO for all the amazing family events this school year and for supporting kids, families, and teachers.

Acceleration:

- This summer several will be meeting to learn more about the Second Step curriculum and attending PBIS training. We are looking forward to sharing this information with staff during back to school professional development days.
- Staff will also be involved in another day of ENVoY learning during back to school professional development days. This will be a review of the 7 gems plus an introduction to other gems that can be used in large group and small group.
- Chatfield teachers will also be involved in a Responsive Classroom review during back to school professional development days. ENVoY, Responsive Classroom, and SEL (Second Step) are all components that fit into the PBIS philosophy.

Anticipation:

- The Phy. Ed. Staff have developed a K-2 Field Day experience that is going to be awesome. All students in K-2 will be at the field by Oak Crest. This event is rain or shine so please dress accordingly. Remember to pack some sunscreen and wear clothes that can get wet if you are going to join us.
- We will have a master gardener visit Chatfield and help each grade level plant their gardens. The Kindergarten theme is Butterflies, First Grade is Salsa, and Second Grade is Tiger Way.
- We will have our last All School Morning Meeting of the 18-19 school year on May 30.
- A fantastic SUMMER!!!
- Chatfield has been accepted to start PBIS training. We are excited to start this journey and be a part of the PK-12 system.
- Second to Third Grade Parent night is from 6-7 on May 21.

Board Report
May 20th, 2019
Oak Crest Elementary
Dr. Liann Hanson

Appreciation:

- **Band** Thanks to Brian Kotila for a nice 5th and 6th grade band concerts.
- **DARE Graduation** Thanks to our 5th grade staff and students and to Officer Vycital for a successful DARE program and graduation!
- **DARE 5K** Thanks to Michelle Amundson for a fantastic DARE 5K run! It was well organized and our students did a great job!

Acceleration:

- **Testing** We have finished our MCA testing. We really narrowed down some factors and I believe this helped support our students during testing. We saw some nice growth and some areas that we need to keep working on.
- **Schedules** With the help of Oak Crest's Specialist's and general education teachers, we have found a nice schedule to start our 19-20 school year with!

Anticipation

- **Friday, May 17th**--Gr 4 Career Day 8:40-9:40 AM, 5th and 6th grade fun night from 5:30-8:30 PM at Oak Crest.
- **Tuesday, May 21st**--Incoming 3rd Grade Parent Night at Oak Crest 6:00 PM
- **Wednesday, May 22nd**--2nd Graders Visit 11-2:30 @OC, 3rd and 4th Grade Track and Field Day, Talent Show at 12:30 PM and 6:30 PM
- **Thursday, May 23rd**--Author's Celebration 11:30 AM, 3rd Grade Science Fair 1:20 PM, Talent Show 6:30 PM
- **Friday, May 24th**--4th Grade at UofM Energy & U Show, 5th and 6th Grade Track n Field Day, 3rd grade Water Day (the rescheduled date)
- **Tuesday, May 28th**--5th and 6th Grade Skateville, 4th Grade States/Engineer day @OC, 3rd grade Bowling/Walk to DQ
- **Wednesday, May 29th**--3rd Bowling/Walk to DQ and 4th Grade Walk to DQ
- **Thursday, May 30th**--6th Grade Graduation at 9:00 AM, ALL SCHOOL PICNIC @OC, All School Meeting at 2:20 PM

Belle Plaine High School
School Board Report
Submitted by Dave Kreft and Mindy Chevalier
May, 2019

Appreciation:

- Prom 2019 was an outstanding experience for our students! We had around 200 students participate in the grand march and dance. Amie Hohenstein provided outstanding leadership once again for our students and we are fortunate to have staff members willing to assist with chaperoning. This was the first event at the new Belle Event Center (formerly Emma Krumbie's) - our students were part of history!
- We have a terrific working relationship with Taher. They are extremely flexible and willing to help out with different school events, both for students and staff. Jule Ahlbrecht certainly understands how we work together to provide a sound school environment.
- The Pops Concert again was a great showcase of the arts at Belle Plaine! The events before the concert added to the success of the night - with the soloists and food options. As many community members said, "There sure are a lot of talented kids!"

Acceleration:

- We have made some modifications to our our Grading for Learning document for 2019-20 based on feedback from our Grading for Learning Committee and through staff conversations at PLCs. They include:
 - Adjusting the timeline for retakes on summative to one week, rather than 2 weeks. Students still are able to meet with the teacher during advisory during that timespan. Many students were letting work and retakes pile up and taking the reassessment after they'd moved on to new learning.
 - Teachers having permission to set deadlines for formative work. The purposes of formative work is to inform instruction and the teacher can they make whole group and individual instructional decisions. This is not possible if some of the work is not done in a timely way. Professional development will be provided on this for next school year.
- We (Mindy and Dave) are in the process of completing the staff end of the year coaching sessions around their learning logs. This is a professional conversation about their year in review as we analyze progress on their goals. Some of the components of the conversations include:
 - Self reflection on the scoring rubric
 - Analysis of student survey results
 - Reflection on their utilization of ENVoY
 - Discussion of technology goals
 - Preview in to future areas for focus or growth

Anticipation:

- Summer school will begin right after school is out. Students who are below 55% will be enrolled in APEX for credit recovery, which is what we have used throughout the year. Those about 55% will complete teacher designated work to earn the credit. Mitch Miller and Phil McNamara will be our lead instructors. The program will last the month of June. We are fortunate to have APEX as the tool for consistent delivery of the program, as it connects with state standards.
- Graduation is June 2nd!

2018-19 Budget Revisions Other Funds

				Balance			Projected
				July 1			Balance
							June 30,
Fund				2018	Revenues	Expenditures	2019
Food Service				154,450	709,000	697,000	166,450
Community Services							
	Unreserved			3,207	20,000	20,354	2,853
	Reserved			0			0
	Community Education			185,193	625,000	635,000	175,193
	Early Childhood Family Educ			12,967	129,000	128,000	13,967
	School Readiness			5,000	54,000	54,000	5,000
	Total Reserved			203,160	808,000	817,000	194,160
	Total Community Ser			206,367	828,000	837,354	197,013

BELLE PLAINNE

19/20 Operating Capital

RESERVE 07/01/2019 \$638,121.00

	Budget			2020
REVENUES:	FY20	Fin Code	Projects	Budget
				Amount
Operating Cap. Aid	\$271,070	302	Property Taxes/Special Assessments	\$13,689
Operating Cap Levy	\$4,255	302	Lease Levy	\$12,263
Lease Levy	\$12,263	302	Textbooks/Software- Instructional	\$0
		302	Textbooks/Software- Non-Instructional	\$0
			Activities	\$15,000
Total levy/aid	<u><u>\$287,588</u></u>		Technology Equipment	\$38,780
			Chatfield Music Equip	\$500
Operating Capital Revenues	\$287,588		Oak Crest Music Equip	\$500
Operating Capital Exp. Budget	\$413,036		Industrial Arts- CNC Plasma Cutter	\$12,500
Remaining	<u><u>-\$125,448</u></u>		H.S. Music Equipment	\$10,003
			Site/Grounds Equipment	\$207,720
			Chatfield Library Books	\$1,500
			Oak Crest Library Books	\$1,500
			ESG- Deferred Maintenance- Lease	\$99,081
			Total Obligations	<u><u>\$413,036</u></u>

ENDING RESERVE 06/30/2020 \$512,672.72

LTFM:

RESERVE 07/01/2019 \$953,135.00

2019-20 Project List \$659,400.00

ENDING RESERVE 06/30/2020 \$293,735.00

PRIORITY	BUILDING/SITE	EQUIPMENT	SPECIFIC DESCRIPTION	NEW/REPLACE	ESTIMATED	
Long-term Facility Maintenance						
1	Chatfield	West wing south roof	Reroof	R	\$100,000.00	
1	Chatfield	West wing north roof	Reroof	R	\$100,000.00	
1	Oak Crest	Play Ground	Gaga Ball	N	\$3,000.00	
1	JR/SR High	Reroof	replace roofing, Bay B	R	\$150,000.00	
1	Grounds/Stadium	Football practice field	Stripping, new top coat and sod	R	\$103,000.00	
1	District wide	HVAC repairs	repair HVAC control items	R	\$10,000.00	
1	JR/SR High	Classroom Carpet	replace carpting 6 rooms	R	\$9,500.00	
1	JR/SR High	Boys/Girls Locker Rooms	Lockers and showers	R	\$15,000.00	
1	Chatfield	North steps	replace damaged steps and walk	R	\$3,000.00	
1	JR/SR High	Replace north sidewalk band room	Approximately 70 feet	R	\$2,000.00	
1	Oak Crest	Wind Break	plant trees for wind break between cricket fields and O.C.	R	\$4,000.00	
1	District Wide	Landscaping	Landscaping of grounds	R	\$20,000.00	
1	Chatfield	Seal coat	Crack fill and chip seal dumpster lot	R	\$8,000.00	
1	District wide	Dumpster corrals	repair top cap of in-closer	R	\$900.00	
Total 1					\$528,400.00	
Health & Safety						
1	District	Ongoing Cost	Ongoing Health and Safety	R	\$67,500.00	
1	JR/SR High	Elevator	Replace bump-bar w/ photo beam safety	R	\$3,000.00	
1	DOB	Elevator	Replace bump-bar w/ photo beam safety	R	\$4,500.00	
1	Chatfield	Playground surface	Remove woodchips and replace w/ rubber	R	\$56,000.00	
Total Health and Safety					\$131,000.00	
Total LTFM					\$659,400.00	
Food Service						
1	Chatfield	Walk in cooler	repair rusted ceiling	R	\$1,000	
1	Food service	warming oven	replace waming oven Chatfield	R	\$4,500.00	
1	Food service	warming oven	replace waming oven Jr/Sr	R	\$4,500.00	
1	Food service	lunch tables	replace 12- 24 year old lunch tables Jr/Sr	R	\$12,000.00	
1	Food service	security gate	add locking gate to Jr/Sr kitchen	R	\$700.00	
Total Food Service					\$22,700.00	
Site/Grounds Equipment						
2	DW	Kromer	Field painter, drag fields	New	\$20,000.00	Capital
1	Oak Crest	Lawn Mower	John Deere X495 All-Wheel Steer Lawn Tractor	R	\$17,700.00	Capital
1	DOB	PAC lighting system/Sound System	replace dimmer and 37 light fixtures	R	\$80,000.00	Capital
1	JR/SR High	Camera/Security System	Replace current DVR and 36 cameras	R	\$35,000.00	Capital
1	JR/SR High	Flex Spaces	Add additional Flex Learning Spaces in JH/SH	New	\$20,020.00	Capital
2	Chatfield	Storage shed/Garage	32 X 40 X 10	New	\$35,000.00	Capital
Total Site/Grounds Equipment					\$207,720.00	

**Belle Plaine Public Schools
2019-20 School Meal Prices**

	Elementary Breakfast	JH/SH Breakfast	K-6 Lunch	JH Lunch	SH Lunch	Adult Breakfast	Adult Lunch	Extra Milk
Proposed	1.45	1.45	2.60	2.80	2.80	2.00	4.00	0.45
Increase	-	-	-	-	-	-	-	-
Free	0.00	0.00	0.00	0.00	0.00			
Reduced*	0.00	0.00	0.00	0.00	0.00			

* Reduced prices are .40 for a lunch but the State reimburses the .40 to make the cost 0.



Community Facility Use Policies

*Any Association or group using the district's facilities should provide a Certificate of Liability Insurance with the following:

- A.** General Liability policy with limits of \$1,000,000. Each occurrence/\$2,000,000 Aggregate,
- B.** Belle Plaine Public Schools ISD 716 listed as Additional Insured on the General Liability policy.

I. Philosophy for Community Use of Facilities

- A.** The Board of Education of Independent School District 716 will seek to cooperate with the residents of the district with respect to use of school buildings, facilities and equipment.
- B.** In order for the community use of school buildings and facilities to be consistent, the following guidelines have been adopted.

II. Priority for Use of Facilities

- A.** In all cases the regular school activities or organizations for students in the K-12 program shall have first preference when requesting the use of any part of the buildings or grounds.
- B.** Second priority for use will go to the education and recreation programs conducted by Community Education Department.
- C.** Third priority for use will go to City of Belle Plaine, community, and groups in the school district with volunteer/paid coaches/leaders (Belle Plaine School District based groups).
 - 1.** Belle Plaine Youth Sport Associations/Organizations
 - 2.** Youth leadership and development groups (i.e., Scouts, 4-H, church groups)
 - 3.** Other non-profit/civic organizations
- D.** Fourth priority for use will go to all outside groups or organizations (non-Belle Plaine School District groups). This includes organizations or businesses utilizing the facility for a fundraising event and/or when admissions are charged or collected. Any requests for non- Belle Plaine School District groups will be evaluated by the Superintendent and Community Education Director.

III. Facility Use Procedures

- A. User group will review the Facility Use Policy
- B. User group completes the online Facilities Rental request
- C. A pre-event invoice is sent to the user group for review
- D. A post-event final invoice will be sent to user group after all charges are known, including emergency calls. The Finance Director will review the invoice prior to delivery.

IV. Facility Fees

Groups using school district facilities may be assessed a facility use charge, staff charges and/or equipment use charges. A preliminary invoice will be sent prior to use and a final invoice for all charges will be sent after the scheduled activity. Charges are assessed from the time a group enters the building to when they depart. A down payment may be required. Potential user groups not falling into one of the categories listed below will be assessed fees as determined by the Director of Community Education.

Tier 1: **School Events:** Anything that is scheduled through the activities department. Examples include: games, concerts, plays, or other competitions. No facility rental fees will be charged. Staffing fees would come out of the activities budget if the event occurs outside of normal scheduled work hours.

Tier 2: **School Sponsored Activity:** Groups such as the PTO, Dollars for Scholars, or varsity basketball spaghetti dinner fundraisers will not be charged facility rental fees, but will be subject to staffing fees if the event occurs outside of normal scheduled work hours.

City of Belle Plaine sponsored groups and or activities: These will not be charged facility rental fees. Staffing fees will apply if the event occurs outside of normal scheduled work hours.

Tier 3: **Sport/Athletic Associations:** Programs whose existence is to financially support our Belle Plaine Athletic/Activities programs. These will be facility rental fee of \$150 per day, when holding tournaments and fundraisers. Staff and equipment fees will be assessed per schedule. Sport/Athletic Associations will be charged a flat rate of \$100 per team per year and \$10 an hour for use of district facilities for practices that do not produce revenue. All additional practices or games that occur after the season's schedule is set, need to be requested through the application process.

Tier 4: **Local organizations** that are quasi-public, youth serving organizations, civic and service organizations, fraternal organizations and social agencies, non-profit educational organizations, governmental entities in Scott County, religious organizations or local political organizations (caucuses) will not be charged rental fees. Staffing fees will be charged if the event occurs outside of normal scheduled work hours. (4-H, Boy Scouts, Girl Scouts)

Tier 5: **Individuals, private agencies, businesses, companies or vendors who reside within the Belle Plaine School District** and who use district facilities for commercial purposes (sales, marketing, training) or personal profit, will be assessed tier 4 rental rates and will be assessed staff and equipment fees.

Tier 6: **Individuals, religious organizations, private agencies, businesses, organizations, companies, or vendors located outside of the Belle Plaine School District boundaries**, will be assessed rental rates and staff and equipment fees. Groups who use district facilities for fundraising events or for activities that require admission fees or collection of money are subject to the tier 3 rental rates (unless proceeds are contributed to the local community). Religious organizations using facilities for worship or instruction are subject to rental rates. Staff and equipment fees will be assessed per schedule.

V. Staffing Charges

Custodian Fees: A charge will be assessed to tiered groups 3,4,5,6 for special set-up and or clean up, this includes snow removal and additional clean up required. Tiered 4,5,6 groups will be charged a custodial fee for activities requiring custodial services which are scheduled when facilities are not normally staffed. Tiered 4,5,6 groups will be charged a custodial fee for all activities. This charge for all tiers will be \$35.00 per hour with a two-hour minimum charge.

Food Service Supervisor: A charge will be assessed to tiers 1-6 using the kitchen area of any building. Groups in tier 1-6 must use a food service supervisor if using district kitchen space. This charge for all tiers will be \$35.00 per hour.

Building Supervisor: A charge will be assessed to tiers 4, 5, 6 per agreement. This charge for all tiers will be \$20.00 per hour.

Security and Police Officers / Fire Department: Groups in tiers 2, 3, 4, 5, 6 may be asked to provide security and/or police officers for certain activities. Events in which high attendance is expected, when a large amount of money is to be exchanged, or if valuable property will be used or featured are examples of such activities. The Belle Plaine Police and/or Fire Department will invoice the District, and the charge will be assessed to the user based on the Police/Fire Department's invoice. This charge will be reflected on the final invoice to the user.

Tech Support: Groups in tiers 3, 4, 5, and 6 will be charged for staff time, including preparation and restoration. This charge for all tiers will be \$40.00 per hour.

VI. Additional Facility Use Information

A. The Belle Plaine School District reserves the right to refuse the use of the districts facilities and/or equipment to any group. It also reserves the right to limit the number of rooms available any group.

B. Any damages that occur during an event to school district property or equipment will be the responsibility of the user group.

C. Failure to fill out a facility use form will incur a \$100 fine and any set- up needs will not be fulfilled. Any associated fees will be paid by the user.

D. Fees incurred for unforeseen emergency calls will be billed to the user group.

E. Groups of 100 or more require 2 months reservation time.

F. Facility request forms must be turned in at least one week before the reservation date.

G. Groups that cancel 72 hours or less before their event or do not show up for their scheduled event will be charged a \$70.00 custodian fee.

Facility Fee Schedule and Equipment Needs

Permit Fee \$10

Tier 4 – Tier 6 Fee Schedule:

AREA:

HOURLY FEE:

DAILY FEE:

District Center

Classroom / Board Room	\$10	\$50
Performing Arts Center	\$50	\$100

Chatfield Elementary School

Classroom	\$10	\$10
Activity Room	\$25	\$75
Gym / Stage	\$25	\$100
Kitchen	\$25	\$75

Oak Crest Elementary School

Stage / Commons	\$75	\$175
Commons	\$25	\$100
Stage / Gym	\$75	\$175
Gym	\$25	\$100
Kitchen	\$25	\$100
Learning Pod	\$50	\$100

Junior / Senior High School

Classroom	\$10	\$10
North Gym	\$25	\$100
North Gym / Stage	\$75	\$175

South Gym	\$25	\$100
Locker Rooms	\$25	\$100
Media Center	\$25	\$100
Weight Room	\$20	\$50
Commons	\$20	\$50

Athletic Complex

Track	\$25	\$100
Football Field	\$200	\$400
Practice Football Field	\$25	\$100
Tennis Courts	\$25	\$100
Softball Fields	\$200	\$400
Concession Stand	\$25	\$100

Equipment Needs:

Set – Up Chairs	\$0.10	
Tables	\$1.00	
Sound System	\$20	
Projector	\$20	
Platform Staging	\$5	
Risers	\$50	
Shells	\$50	
Podium	\$10	

Independent School District #716 equipment is not available to rent for use off of school property.

1st Reading: 3/27/2006

2nd Reading: 4/24/2006

Approved: 5/23/2006

Reviewed: 6/27/2011, 5/25/2013, 6/22/2015

533 WELLNESS

I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. GUIDELINES

A. Foods and Beverages

- 1. The goal of the Belle Plaine School District is to have foods and beverages made available on campus (including concessions and a la carte cafeteria items) consistent with the current USDA Dietary Guidelines for Americans according to nutrition and portion size standards.
- 2. Food service personnel will ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines. The school food service staff will:
 - Offer fruits and vegetables daily

- Limit “seconds” on entrees and encourage consumption of fruits, vegetables and breads
 - Offer a variety of choices daily with an emphasis on healthier options
 - Include more whole grain foods
3. The Belle Plaine School District will adhere to the following specific guidelines for foods and beverages sold or provided separately from the reimbursable school lunch program:

Food:

The goal of the Belle Plaine School District is to encourage the consumption of nutrient dense foods, such as whole grains, fresh fruits, vegetables and dairy products. At any school function healthy food choice options should be available to students. Preference will be given to foods that do not list sugar as the first ingredient and do not have more than 35% of its calories from fat.

Foods with a high sugar content (candies, desserts) or with high fat (fatty meats, cheeses) content will be available on a limited basis and will be limited in portion size.

The Belle Plaine School District will limit celebrations that involve food during the school day to no more than one holiday party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for food and beverages sold individually.

The Belle Plaine School District will encourage healthy choices as classroom and birthday snacks. A list of healthy snack choices will be made available to all staff and parents through newsletters and the school website.

All school meals will follow federal school lunch guidelines as stated at http://teammnutrition.usda.gov/Resources/dgfactsheet_hsm.html.

Beverages (excluding vending):

Only milk (preferably low-fat), flavored milk, water and beverages containing 100% fruit juice with no added artificial or natural sweeteners may be sold or provided on school grounds both immediately prior to and throughout the instructional day.

Concessions:

Concessions are encouraged to review their food choices on a regular basis. Where possible, healthier options will be added to the menu. Concessions will work to:

- Use more whole grain breads (bun, pizza crusts) where available
- Replace fried chips with baked chips
- Minimize the sale of candy by adjusting offerings and price
- Encourage the sale of water by lowering the price
- Add healthier options such as trail mix
- Lower the fat content by adjusting portion size or type of offering

Vending:

Vending sales of beverages during the instructional day will be limited to water. Students may have water at any time during the day. Carbonated beverages are not allowed during the instructional day.

The snack vending machines are turned off during the instructional day (7:00 AM to 3:15 PM).

The goal of the district is to encourage healthier choices and to encourage the use of water. Likewise, foods in the snack machines will gradually be replaced with healthier options. The selection of candy will be reduced and the price increased to encourage the choice of healthier snacks.

Fundraising:

The Belle Plaine School District will encourage the use of non-food items or foods with nutrition value, such as fresh fruits or nuts, as fund-raising choices. Food sold as a fund-raising activity will not be sold during school hours.

4. Food Service personnel will adhere to all federal, state, and local food safety and security guidelines
5. The School district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. The use of non-status identifying PINs will be used for all student meal accounts.
6. The school district will provide students with access to hand washing or hand sanitizing before they eat meals or snacks.
7. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day. Each student will be given adequate time to eat. Lunch periods are scheduled as close to the middle of the school day as possible.
8. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
9. The use of foods of minimal nutritional value as learning incentives should not be practiced, and healthy food choices or non-food items will be substituted.

B. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the

creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.

3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.
4. The manager for the food service department will facilitate parent-advisory committee meetings at each site to discuss nutrition and food service concerns. Members of the committee will be parents of students enrolled in the school lunch program and will include students whenever possible.
5. A state certified food manager will present at all times when the school kitchen is used to prepare and/or serve food.

C. Nutrition Education and Promotion

1. The Belle Plaine School District will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
 - d. Classroom education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle.
 - e. Classroom education will promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products and healthy food preparation methods.
2. The Belle Plaine School District follows the Minnesota K-12 Academic Standards and Graduation Requirements for health, physical education and nutrition. All instructional staff will be encouraged to integrate nutritional themes into lesson plans where appropriate. These nutritional themes include, but are not limited to:

Knowledge of the USDA My Pyramid
Sources & Variety of foods
Diet and disease
Healthy snacks

Dietary Guidelines for Americans
Reading food labels
Understanding calories
Food safety/sanitation

Major nutrients
Serving sizes

Identifying foods of low nutrient density
Healthy heart choices

3. The Belle Plaine School District will provide the use of nutrition-related posters, cartoons, printed educational materials and multi-media educational materials throughout the school campus to promote and educate students on healthy eating choices.
4. The Belle Plaine School District will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
5. The Belle Plaine School District will not use food or beverages as rewards for academic performance or good behavior and will not withhold food or beverages (including food served through school meals) as a punishment. If an individual student's Individualized Education Plan (IEP) outlines the use of food for behavior modification, a teacher may use food as a reward for that student. But, food shall be used as a last alternative for behavioral modification as part of an IEP, and teachers should minimize classroom use and provide healthy food when available. Teachers shall use physical activity as a reward for academic performance or good behavior, as appropriate.

D. Physical Activity

1. The Belle Plaine School District recognizes that students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities. Physical Education & Health teachers will develop and implement curriculum that connects and demonstrates the interrelationship between physical activity, good nutrition and health according to NASPE standards.
2. Supervised unstructured active play, commonly referred to as recess, is offered daily for all students pre-K-6. Recess is in addition to a student's physical education class and not substituted for physical education class. Recess and other physical activity shall not be taken away on a regular basis as a form of discipline unless doing so is directly related to a student's behavior during recess. Proper equipment and a safe area are designated for recess.
3. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.
4. Physical Education staff will be encouraged to begin fitness or activity logging to assist students in interpreting their personal attainments and compare them to national physical activity recommendations.
5. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

6. Students will be given age-appropriate opportunities for physical activity before and after school by making available the weight/exercise room and the gym as appropriate.
7. The Belle Plaine School District will encourage parents/guardians to support their children's participation in physical activity.

E. Communications with Parents

1. The Belle Plaine School District recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The Belle Plaine School District will support parents' efforts to provide a healthy diet and daily physical activity for their children by providing nutrition educational materials to parents. Materials will be provided in the form of handouts, postings on the district website, articles and information provided in school newsletters, and any other appropriate means available for reaching parents.
3. The Belle Plaine School District will encourage parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. A copy of the nutritional guidelines developed in this policy will be made available to parents on the district website and in a printed format.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.
5. The school district will post and update the wellness policy on the school district's website.

IV. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district. The Wellness committee will meet at least annually to assist in implementation and review of the policy.
- B. No language in this policy will override a student's individual educational plan (IEP) or individual behavior plan (IBP).
- C. School food service staff, at the high school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.
- D. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available through the reimbursable school lunch (and breakfast) program on campus.

- E. The superintendent or designee will annually report on the progress made in attaining the desired outcomes of the local school wellness policy.

Legal References: 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
P.L. 108-265 (2004) § 204 (Local Wellness Policy)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org and
www.actionforhealthykids.org/filelib/toolsforteam/recom/MN-Healthy%20Foods%20for%20Kids%208-2004.pdf

1st Reading: 3/27/2006

2nd Reading: 4/24/2006

Approved: 5/23/2006

Reviewed: 6/27/2011, 5/25/2013, 6/22/2015

533 WELLNESS

I. PURPOSE

The purpose of this policy is to create and sustain a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process, that good health positively impacts student attendance and academic performance, and that healthful eating and physical activity can have a positive impact on student behavior and mood.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. Students in grades pre-Kindergarten-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. GUIDELINES

A. Foods and Beverages

- 1. The current USDA Dietary Guidelines for Americans will be used in planning the availability of all foods and beverages on campus (including concessions served during the school day, and a la carte cafeteria items.) (*See Attachment A - Food and Beverage Guidelines.*)

2. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all federal, state, and local laws and guidelines.
3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
5. Access to hand washing or hand sanitizing will be provided in school buildings, before students eat meals or snacks.
6. The school district will provide students with sufficient time to eat after sitting down for school meals and will make every effort to schedule meal periods at appropriate times during the school day. A minimum of 20 minutes will be provided for student lunch.
7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate the Nutrition Services Director to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available during the school lunch program, to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Nutrition Education and Promotion

1. The school district's wellness committee will assist staff in encouraging and supporting healthy eating by students and engage in nutrition promotion that is:

- a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect health;
 - b. part of health education classes as well as classroom instructions in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
 - d. classroom education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities.
 - e. classroom education will promote fruits, vegetables, whole grain products, low-fat and fat-free products, healthy food preparation methods, and health enhancing nutrition practices.
 - f. Marketing only foods/beverages that meet Smart Snack Guidelines
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
 3. Schools will promote non-foods and beverages as classroom rewards. At a minimum Smart Snack Guidelines will be followed.

D. Physical Activity

1. Students need opportunities for physical activity and encouragement to fully embrace regular physical activity as a personal behavior. Toward that end, comprehensive school health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television.
2. Opportunities for physical activity will be incorporated into other subject lessons, when appropriate. (*See attached Physical Activity and Education Guidelines.*)
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school district will make an effort to support parents' efforts to provide healthy dietary choices and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will make available information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.
5. The school district website and school site newsletters may be used to communicate to parents and guardians about the school district's Food and Beverage Guidelines, Nutrition Education Guidelines, and Physical Education and Activity Guidelines.

IV. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district.
- B. The Wellness Committee will ensure compliance within the school's food service areas and will report to the Nutrition Services Director, the building principal, or the superintendent's designee, as appropriate.
- C. The Wellness Committee members shall include parents, students, and representatives from food service and health service, school board members, school administrators, teachers, and members of the public. The Wellness Committee will meet annually to review, and revise the wellness policy.
- D. The school district's Nutrition Services Director and Health Services Director will provide an annual report to the superintendent and school board regarding progress and updating changes within this policy.
- E. The superintendent or designee will ensure compliance with the wellness policy.
- F. The school district will post this wellness policy on its website, along with each Buildings/Departments progress towards compliance with the policy. The policy will also be added to each Buildings handbook.

Legal References: 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
P.L. 108-265 (2004) § 204 (Local Wellness Policy)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org

Attachment A: Food and Beverages Guidelines

1. Foods and beverages offered over the course of a school week should be nutrient-dense, including whole grain products and fiber-rich fruits and vegetables to provide students a variety of choices to maintain a balanced diet.
2. Foods and beverages available during the school day should include a variety of healthy choices that are of excellent quality, appealing to students, and served at the proper temperature.
3. Foods and beverages available during the school day should minimize use of trans and saturated fats in general, sodium and sugar as defined by the USDA Dietary Guidelines for Americans.
4. Food and beverage providers should offer appropriate portion sizes age-appropriate for elementary, middle, and high school students, respectively.
5. If ala carte foods are available, they should include a variety of choices of nutritious foods, such as fruits, vegetables, whole grains and low-fat or non-fat dairy foods to be consistent with the current USDA Dietary Guidelines for Americans. Farm to School food items may be incorporated into the food service program.
6. Nutrition information for products offered in school lunches and ala carte items should be available on the district website and will be posted where possible.
7. Carbonated beverages will not be available for purchase by students during the school day.
8. Beverage vending machines will be available to students as permitted by applicable state and federal laws regarding hours of operation. However, carbonated beverages will not be sold 30 minutes before and 30 minutes after the school day. Teachers' lounges may be exempt from this requirement.
9. Beverage machines in schools shall contain a minimum average of 75% of selection buttons for juice, water, and isotonic drinks. Carbonated beverages shall be priced at 25 cents or more relative to juice, water, and isotonic drinks.
10. School sites will encourage healthy choices for snacks in the classroom, on field trips, and at school picnics following USDA Smart Snack Guidelines.
11. We will encourage classroom celebrations to be focused on non-food alternatives. Activities such as extra recess, a classroom dance party, cartoon time, game time, guest reader, show and tell, or other activities like these will be encouraged. A list of non-food alternatives for celebrations/rewards will be made available to all teachers.
12. Schools should encourage fundraisers that promote positive health habits such as the sale of non-food and nutritious food items that meet the USDA Smart Snack Guidelines, as well as

fundraising to support physical activity events.

13. Food brought into schools to be served to students will be discouraged, but if necessary, it must be commercially prepared food items and be consistent with the USDA Smart Snack Guidelines. The Nutrition Services Department will also offer a healthy classroom catering option. Parents can choose to purchase healthy smart snack approved classroom treats from the school.
14. The school day is defined as the period from the midnight before, to 30 minutes after the end of the official school day.

Attachment B: Nutrition Education Guidelines

1. School programs should ensure that students in pre-kindergarten through grade 12 receive nutrition education that provides the knowledge they need to adopt healthy lifestyles. Nutrition education should be well-integrated within a comprehensive school health education program and should align with the Minnesota K-12 academic standards for health, physical education, and nutrition. Topics for instruction should include, but are not limited to the importance of various food groups/food pyramid; caloric, sugar and fat intake; healthy cooking methods; the role of diet in preventing health problems; the recognition of the role media play in marketing and advertising foods and beverages; and the relationship of a balanced diet and regular exercise to a healthy lifestyle.
2. Nutrition education should include reinforcement of the importance of physical activity and the health risks associated with a sedentary lifestyle.
3. Staff primarily responsible for nutrition education should be properly trained and regularly participate in professional development activities to effectively deliver quality nutrition education.
4. School district should provide educational information through the use of the school website, and encourage healthy eating and physical activity for families.

Attachment C: Education and Physical Activity Guidelines

1. Students from Pre- kindergarten through grade 8 will receive regular, age-appropriate physical education. Students in grades 9-12 must fulfill two semester credits of physical education electives.
2. Physical education should be designed to build interest and proficiency in the skills, knowledge and attitudes essential to a lifelong physically active lifestyle. It should include providing information, fostering a positive atmosphere, encouraging self-discipline, developing motor skills, and promoting activities that can be carried out over the course of students' lives.
3. The physical education curriculum should be coordinated with the health education curriculum and integrated into other curricular areas where appropriate.
4. Physical education should provide safe and satisfying physical activity for all students, including those with special needs.

5. Elementary schools should provide daily recess that encourages physical activity, weather permitting.
6. Schools should provide information to parents to help them promote and incorporate physical activity and healthy eating into their children's lives.

1st Reading: May 1, 2008
2nd Reading: May 27, 2008
Approved: June 23, 2008

703 ANNUAL AUDIT

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of the Department of Education (the Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal

Compliance Guide issued by the Office of the State Auditor.

- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements;
Statement for Comparison and Correction)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

Adopted: _____

MSBA/MASA Model Policy 703

Orig. 1995

Revised: _____

Rev. 2000

703 ANNUAL AUDIT

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of ~~the Department of~~ Education (~~the~~ Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements;
Statement for Comparison and Correction)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

1st Reading: May 27, 2008
2nd Reading: June 23, 2008
Approved: July 28, 2008
Revised: October 26, 2009

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district. The minimum value for fixed assets to be inventoried for our accounting system is \$1,500.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board. This inventory may be utilized to prepare the annual report to the Commissioner required by Minn. Stat. §123B.14, Subd. 7.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

MSBA Service Manual, Chapter 7, Education Funding

Adopted: _____

MSBA/MASA Model Policy 704

Orig. 1995

Revised: _____

Rev. 1999 2009

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ **The** policy of the school district ~~is~~ that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board. ~~This inventory may be utilized to prepare the annual report to the Commissioner required by Minn. Stat. §123B.14, Subd. 7.~~

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
~~Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)~~
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

1st Reading: May 27, 2008
2nd Reading: June 23, 2008
Approved: July 28, 2008

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The business manager of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping,

avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds.

X. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XI. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any federal reserve bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.

- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XII. REPORTING REQUIREMENTS

The investment officer shall generate transaction reports for management purposes. In addition, the school board shall be provided with reports that shall include data on investment instruments being held as well as any narrative necessary for clarification on a monthly and a quarterly basis and a comparison to budgetary expectations. Copies of all reports shall be provided to the school district's auditor and shall be reviewed annually.

XIII. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

XIV. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

Adopted: _____

MSBA/MASA Model Policy 705

Orig. 1995

Revised: _____

Rev. 2008 2009

705 INVESTMENTS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ **The** policy of this school district **is** to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The _____ of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping,

avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues.

Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any ~~F~~ederal ~~R~~eserve ~~B~~ank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. §

118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ~~forty-five (45)~~ ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate

or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor